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*An Introduction to
California State
Civil Service*



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Fire Fighter, Correctional Institution	State Park Cadet (Lifeguard)
Fish & Game Warden Cadet	State Park Cadet (Ranger)
Group Supervisor	State Police Officer Cadet
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Deputy State Public Defender	Workers' Compensation Judge
Fair Political Practices Commission Counsel	

Office Services 50

Account Clerk II	Pharmacy Assistant
Accounting Technician	Printing Trades Specialist I (General)
Communications Operator II, California Highway Patrol	Program Technician Trainee (various classes)
Dispatcher-Clerk	Secretary
Executive Secretary I	Senior Stenographer, Legal
Health Record Technician	Senior Typist, Legal
Key Data Operator	Stenographer
Library Technical Assistant I	Stock Clerk
Mailing Machines Operator I	Support Services Assistant (General)
Materials and Stores Supervisor I (Correctional Facility)	Tax Program Assistant
Medical Transcriber	Telephone Operator
Motor Vehicle Field Representative	Toll Collector
Office Assistant (General)	Word Processing Technician
Office Assistant (Typing)	

Trades and Crafts 55

Automobile Mechanic	Electrician I
Automobile Mechanic (Correctional Facility)	Groundskeeper
Automotive Equipment Operator I	Heavy Equipment Mechanic
Automotive Technician I	Heavy Fire Equipment Operator
Bookbinder	Heavy Truck Driver (Correctional Facility)
Building Maintenance Worker	Laborer
CalTrans Electrician Series	Maintenance Mechanic
CalTrans Electrical Technician	Mechanic's Helper
CalTrans Electrician I	Painter I
CalTrans Electrician II	Painter II (Correctional Facility)
CalTrans Equipment Operator	Park Maintenance Worker I
CalTrans Highway Maintenance Worker	Plumber I
CalTrans Landscape Maintenance Worker	Plumber II (Correctional Facility)
Carpenter I	Stationary Engineer
Carpenter Supervisor (Correctional Facility)	Stationary Engineer (Correctional Facility)
Civil Maintenance Journeyworker, Water Resources	Tree Maintenance Worker
Commercial Vehicle Inspection Specialist I	Warehouse Worker
Drawbridge Operator	

**State Civil Service Classes You May Qualify For with
HIGH SCHOOL GRADUATION
Or Less**

**HIGH SCHOOL GRADUATION
Or Equivalent¹**

Audiologist Aide
Cadet, California Highway Patrol [age limits for participation in examination: 20-35 years,
minimum age for appointment: 21 years]
Correctional Officer [minimum age for appointment: 21 years]
Hospital Police Officer
Office Assistant (General)
Office Assistant (Typing)
Teaching Assistant
Youth Correctional Officer [minimum age for appointment is 21 years of age]

**LESS THAN
High School Graduation**

Air Resources Technician I
Bookbinder I
Caltrans Highway Maintenance Worker
Caltrans Landscape Maintenance Worker
Dispatcher-Clerk¹ & Experience
Fire Fighter 1
Food Service Worker I
Heavy Equipment Mechanic Apprentice
Hospital Worker
Junior Engineering Technician²
Key Data Operator
Laboratory Assistant
Laborer
Park Maintenance Assistant
Security Guard [minimum age at time of appointment: 18 years]

¹ Equivalent to High School Graduation = Either (1) Passing the General Education Development Test (GED); (2) Completing 12 semester units of college-level work; (3) Certification from the State Department of Education, a local School Board, or high school authorities; Or (4) For Office Services and Accounting examinations, business college work for high school year for year.

² Specific courses required.

**State Job Classifications You May Qualify for with
TWO YEARS OF COLLEGE OR LESS**

The number and frequency of openings in these classes are unknown. A specification describing the duties and requirements of each class is available at <http://www.spb.ca.gov/jobs/resources/jobspecs.htm>. For further information, contact the department using the class.

Any Major

- * Computer Operator
Counselor, School for the Blind Deaf
Dept of Education, Special Schools **
- * Criminal Identification Specialist I
Criminal Intelligence Specialist I
Driver Safety Officer
- * Information Systems Technician **
- * Inspector, Dept of Motor Vehicle **
- * Licensing-Registration Examiner,
Dept of Motor Vehicles
Management Services Technician
- * Plant Quarantine Inspector
Special Agent, Dept of Justice
- * Workers' Compensation Insurance Technician

Administration of Justice

Criminal Justice, Criminology

Law Enforcement or Policy Science

- Fish and Game Warden Cadet
Inspector, Dept of Motor Vehicles
Investigator Assistant
Investigator Trainee, Alcoholic Beverage Control
- * State Fire Marshal Trainee

Accounting

- Accountant Trainee **
- Accounting Analyst **
- Auditor I **
- Insurance Examiner

Agricultural Inspector

- * Plant Quarantine Inspector [one year]

Art

- * Exhibit Technician

Automotive Engineering/Mechanics

- Automotive Emission Test Specialist I

Biological/Physical Sciences

- Agricultural Biological Technician
Fish and Game Warden Cadet
Seismological Instrument Technical I

Building Construction or Inspection

- Construction Inspector Technician,
Water Resources

Chemistry

- Laboratory Technician (Chemical Analysis)

**Computer Science, Data Processing,
Or Management Information**

- * Programmer I **

Conservation

- Forestry Assistant I
Forestry Technician [15 semester units]

Electrical Technology/Electronics

- Electrical Engineering Technician
Instrument Technician I, Air Quality

Engineering

- Construction Inspector Technician,
Water Resources

Environmental Science/Ecology

- Fish and Game Warden Cadet

Fire Technology

- Firefighter/Security Officer [30 semester units]
- * State Fire Marshal Trainee

Forestry

- Forestry Assistant
Forestry Technician [15 semester units]

Health Science/Social Sciences

- Pharmacist

Library Science

- Library Technical Assistant I

Natural Resource Management

- Forestry Assistant I
Forestry Technician [15 semester units]

Ornamental Horticulture

- * Groundskeeper

Plant Science

- * Plant Quarantine Inspector [one year]

Television Communication

- Television Assistant

* Or you may be able to substitute related experience on these classes. See specification.

** Specific courses required. See specification.

CALIFORNIA STATE PERSONNEL BOARD

BACHELOR'S DEGREE

Rev (04/10)

**State Civil Service Job Classes You May Qualify For with a
BACHELOR'S DEGREE
Or Related Experience**

Any Major

Aging Programs Analyst I
Associate Information Systems Analyst (Specialist) (Supervisor)²
Business Taxes Representative²
Communicable Disease Representative
Corporations Investigator^{1, 2}
Deputy Commissioner I, Dept of Real Estate¹ [prefer Business or Public Administration, Law or Real Estate]
Deputy Registrar of Charitable Trusts
Disability Evaluation Analyst
Disability Insurance Program Representative
Editorial Technician [prefer Journalism, Public Relations, or English]
Employment Program Representative
Field Examiner I, Agricultural, Labor Relations Board¹
Food & Drug Investigator²
Health Facilities Evaluator Trainee¹
Industrial Relations Representative
Insurance Claims Specialist
Insurance Investigator¹ [prefer Business Administration, Administration of Justice, Criminal Justice, or Police Science]
Junior Aviation Consultant¹ [also a private pilot's certificate]
Junior Staff Analyst¹
Law Indexer¹
Manager Trainee, Dept of Motor Vehicles
Public Utilities Regulatory Analyst^{1, 2}
Recycling Specialist I [prefer Physical or Natural Sciences, Environmental Studies including ecology; Resource Management or Conservation; economics; or related field]²
Research Analyst I (General)²
Right of Way Agent
School Facilities Program Analyst I^{1, 2}
Staff Services Analyst (General) ¹
Staff Services Management Auditor² [prefer Accounting, Business or Public Administration, or Economics]
Tax Compliance Representative^{1, 2}
Test Validation and Development Specialist
Transportation Analyst [prefer Transportation Economics or Business Administration]
Veterans Claims Representative I¹
Workers' Compensation Assistant [prefer Business Administration, Economics, Insurance or Social Science]
Workers' Compensation Insurance Representative I ¹

Accounting

Accountant Trainee
Accounting Analyst
Auditor I
Financial Institutions Examiner²
Tax Auditor, Board of Equalization

¹You may be able to substitute related experience.

²Specific courses required.

Bachelor's Degree or Related Experience (Continued)

Administration of Justice, Criminal Justice, Criminology, Law Enforcement, or Police Science

Criminal Investigator, EDD
Fraud Investigator, Dept of Health Care Services^{1,2}
Fraud Investigator, Dept of Insurance¹
Investigator, Dept of Consumer Affairs^{1,2}
Investigator I, Alcoholic Beverage Control¹
Special Investigator I¹

Agricultural Science

Environmental Research Assistant

Agriculture or Agricultural Economics

Brand Inspector¹
Feed, Fertilizer, & Livestock Drugs Inspector^{1,2}
Fruit & Vegetable Quality Control Inspector
Grain & Commodity Inspector^{1,2}
Livestock Inspector¹
Marketing Specialist
Meat Food Inspector¹

Anthropology

Assistant State Archeologist
Environmental Planner (Archeology)¹
Research Analyst I (Demography)
Research Analyst I (Social/Behavioral)

Archeology

Assistant State Archeologist

Architecture

Architectural Designer

Architectural History

Environmental Planner (Architectural History)

Art History

Environmental Planner (Architectural History)

Biological Sciences

Agricultural Biologist¹
Air Pollution Specialist¹
Biologist (Marine/Fisheries)
Energy Analyst¹
Environmental Planner (Natural Sciences)²
Environmental Research Assistant
Feed, Fertilizer & Livestock Drugs Inspector
Fish & Wildlife Interpreter I²
Hazardous Materials Specialist¹

¹You may be able to substitute related experience.

²Specific courses required.

Bachelor's Degree or Related Experience (Continued)

Integrated Waste Management Specialist²
Junior Industrial Hygienist
Laboratory Technician (Animal Pathology)
Measurement Standards Specialist I
Meat Food Inspector
Plant Pathologist (Field)
Water Quality Biologist

Botany

Fish & Wildlife Interpreter I²

Business Administration

Financial Institutions Examiner²
Health Analyst²
Housing & Community Development Representative I^{1,2}
Housing Finance Trainee (General)¹
Industrial Relations Representative
Junior Staff Analyst
Marketing Specialist
Measurement Standards Specialist I
Real Estate Officer¹

Chemistry or Biochemistry

Air Pollution Specialist¹
Environmental Research Assistant
Feed, Fertilizer & Livestock Drugs Inspector¹
Hazardous Materials Specialist
Junior Industrial Hygienist
Integrated Waste Management Specialist¹
Water Quality Biologist²

Computer Science or Management Information Systems

Assistant Information Systems Analyst
Environmental Research Assistant

Economics

Energy Analyst¹
Financial Institutions Examiner²
Housing & Community Development Representative I²
Housing Finance Trainee (General)
Insurance Rate Analyst
Integrated Waste Management Specialist²
Junior Staff Analyst²
Marketing Specialist
Park & Recreation Specialist
Recycling Specialist I²
Real Estate Officer
Research Analyst I (Economics)
Transportation Planner²

¹You may be able to substitute related experience.

²Specific courses required.

Bachelor's Degree or Related Experience (Continued)

Earth Science

Assistant Geologist²
Environmental Research Assistant

Engineering [Specialties Required]

Air Pollution Specialist¹
Air Resources Engineer [air resources, chemical, civil, environmental, mechanical, sanitary]
Assistant Geologist¹ [geological sciences, earth science, mining engineering]
Assistant Procurement Engineer¹
Associate Water Resources Control Engineer [agriculture, chemical, civil, environmental, mechanical, geotechnical, sanitary]
Deputy State Fire Marshal [chemical, civil, electrical, mechanical]
Electrical Engineer [electrical]
Energy & Mineral Resources Engineer [petroleum]
Junior Civil Engineer [civil]
Junior Engineering Technician
Junior Health Physicist
Junior Industrial Hygienist
Measurement Standards Specialist^{1,2}
Mechanical Engineer [mechanical]
Motor Carrier Specialist I, CHP¹ [automotive, mechanical]
Transportation Planner² [civil]
Waste Management Engineer
Water Resources Control Engineer [agricultural, chemical, civil, environmental, geotechnical, sanitary]
Water Resources Technician I

Entomology

Environmental Research Assistant

Environmental Design Arts

Environmental Planner

Environmental Health

Hazardous Materials Specialist¹
Junior Industrial Hygienist
Integrated Waste Management Specialist²

Environmental Health Science

Environmental Research Assistant

Environmental Science or Ecology

Air Pollution Specialist²
Coastal Program Analyst I
Energy Analyst¹
Energy Commission Specialist¹
Electric Generation Systems Specialist¹
Environmental Research Assistant
Hazardous Materials Specialist¹
Planner I - Energy Facility Siting^{1,2}

¹You may be able to substitute related experience.

²Specific courses required.

Bachelor's Degree or Related Experience (Continued)

Recycling Specialist I
Integrated Waste Management Specialist²

Exercise Physiology

Physical Testing & Evaluation Specialist

Finance

Financial Institutions Examiner²
Housing & Community Development Representative I
Housing Finance Trainee (General)¹

Fisheries Management

Fish & Wildlife Interpreter I²

Forestry

Forestry Assistant II

Geography

Coastal Program Analyst I¹
Research Analyst I ² (Demography)
Research Analyst I ² (Social Behavioral)
Transportation Planner ²

Geology

Air Pollution Specialist ²
Assistant Geologist ¹
Energy Analyst ²
Energy & Mineral Resources Engineer¹
Engineering Geologist¹

Health Administration, Health Economics, Health Education Health Planning, Health Science or Hospital Administration

Health Analyst¹

Historic Preservation

Environmental Planner (Architectural History) ²

Industrial Hygiene

Hazardous Materials Specialist¹
Integrated Waste Management Specialist²
Junior Industrial Hygienist

Landscape Architecture

Landscape Architect I

Mathematics

Air Pollution Specialist¹
Environmental Research Assistant
Insurance Rate Analyst
Junior Health Physicist²

¹You may be able to substitute related experience.

²Specific courses required.

Bachelor's Degree or Related Experience (Continued)

Marketing Specialist
Measurement Standards Specialist I
Statistical Methods Analyst I

Marine Biology

Biologist (Marine/Fisheries)
Coastal Program Analyst I²

Medicine

Junior Industrial Hygienist

Meteorology

Environmental Research Assistant

Music Therapy

Rehabilitation Therapist, State Facilities (Music)

Natural Resource Management or Conservation

Coastal Program Analyst I
Forestry Assistant II
Integrated Waste Management Specialist²
Recycling Specialist

Natural Science

Environmental Planner
Recycling Specialist I

Nutrition or Dietetics

Child Nutrition Assistant

Occupational Therapy

Industrial Therapist

Physical or Life Science

Air Pollution Specialist¹
Assistant Procurement Engineer¹
Criminalist²
Hazardous Materials Specialist¹
Junior Health Physicist
Measurement Standards Specialist^{1,2}
Recycling Specialist I

Physics

Deputy State Fire Marshal
Environmental Research Assistant
Junior Health Physicist
Junior Industrial Hygienist
Measurement Standards Specialist^{1,2}

¹You may be able to substitute related experience.

²Specific courses required.

Bachelor's Degree or Related Experience (Continued)

Planning

Coastal Program Analyst I
Energy Analyst
Housing & Community Development Representative I¹
Housing Finance Trainee (General)¹
Park & Recreation Specialist
Real Estate Officer
Transportation Planner

Plant Pathology

Environmental Research Assistant
Plant Pathologist (Field)²

Political Science

Housing & Community Development Representative I^{1,2}

Psychology

Research Analyst I (Social/Behavioral)

Public Administration

Housing & Community Development Representative I
Housing Finance Trainee (General)¹
Investigator I, Alcoholic Beverage Control
Park & Recreation Specialist
Transportation Planner

Public Health

Health Analyst
Junior Industrial Hygienist

Recreation or Recreation Therapy

Recreation Therapist

Resource Management or Conservation

Recycling Specialist I
Environmental Planner
Industrial Relations Representative

Social Work

Industrial Therapist

Sociology

Research Analyst I (Demography)
Research Analyst I (Social/Behavioral)
Transportation Planner²

Soil Science

Hazardous Materials Specialist¹
Integrated Waste Management Specialist¹
Mineral and Land Auditor Specialist

¹You may be able to substitute related experience.

²Specific courses required.

Bachelor's Degree or Related Experience (Continued)

Sports Medicine

Physical Testing & Evaluation Specialist

Statistics

Environmental Research Assistant
Research Analyst I (Demography)
Research Analyst I (Social/Behavioral)
Statistical Methods Analyst I

Surveying or Surveying Engineering

Assistant Land Surveyor

Toxicology

Environmental Research Assistant

Vocational Education or Rehabilitation

Industrial Therapist
Vocational Resource Specialist

Wildlife Management

Fish & Wildlife Interpreter I²

Zoology

Biologist (Marine/Fisheries)
Economics Entomologist²
Fish & Wildlife Interpreter I²

¹You may be able to substitute related experience.

²Specific courses required.

ANALYTICAL and OTHER PROFESSIONAL

ADOPTIONS CASE WORKER Conduct case studies of independent and relinquishment adoptions; determine whether the child is legally free for adoption; assess the physical, social, emotional, and economic factors present in the prospective adoptive family and the suitability of the child for the family; consider alternate plans for the child when necessary; make decisions and prepare a full factual report to the court with recommendation for or against the petition for adoption and recommend an alternate plan when needed; prepare appropriate case records including narrative recording and supporting documentation; report to the court on studies required by statutes conducted in relation to abandonment actions, guardianship petitions, existence of parental relationships, necessity for parental consent, withdrawals of consents, and appearances required by the Indian Child Welfare Act; conduct preplacement studies under the Interstate Compact on the Placement of Children; inform birth parents of their alternatives prior to relinquishing a child for adoption or consenting to the adoption and determine the readiness and capability of the birth parent to relinquish or give consent; provide consultative services to other public and private social services regarding adoption planning on other case; and perform other related duties.

Education: Master's degree in Social Work.

Personal: Capacity for assuming progressively greater responsibility demonstrated by recent employment history an interest in self-development; willingness to travel and to work irregular hours; neat personal appearance; adaptability; tact; good judgment and emotional stability.

ALCOHOL AND DRUG PROGRAM ANALYST

I In the assignments associated with the Department of Alcohol and Drug Abuse's efforts at the County level to combat alcohol-related problems and drug abuse, under close supervision, either receive on-the-job instruction and perform the more routine technical work while progressively assuming more difficult analytical tasks to prepare for advancement to the full journeyman level or perform the more routine technical work on an ongoing basis in support of full journey-level analysts. Duties include program planning, development, and evaluation; program policy formulation and analysis; budget review within the Department's Alcohol Programs and Drug Programs Divisions; and coordinate special projects related to the identification, prevention, treatment, and recovery aspects of alcohol and drug problems. Work with local government agencies and officials; review, analyze, and make recommendations on applications and proposed budgets for the expenditure of Federal and State funds. Develop, implement, negotiate, and monitor contracts. Also serve as liaison to governmental agencies or private providers and coordinate program services. Perform duties associated with the licensing, inspection, and certification of public and private programs.

Education: Bachelor's degree. (*Substitution: Supervisory*

or administrative experience in the alcohol or drug abuse or related health field may be substituted for education year for year.)

ASSISTANT FINANCE BUDGET ANALYST

First working level. Under supervision, analyze, review, and make independent recommendations on the budgetary and related fiscal affairs of one or more State agencies or departments; prepare budgets including revenue forecasts, budget defense, and presentation; administration and control of approved expenditure plans; make surveys and investigations of operating agencies and consult with and advise responsible agency officials on fiscal organization, fiscal procedure, and related problems; analyze budget requests and perform continuous budgetary control of appropriations; analyze legislation and prepare policy and issue analyses to summarize for either revenue or expenditure issues; analyze and justify budget programs; gather data and make studies on various problems arising in connection with financial administration; give information and instructions to officers and employees of State agencies concerning specific phases of budget and financial procedures; prepare reports and correspondence.

Either Education Only: Master's degree in Public Policy, Public or Business Administration, Political Science, Economics, or a related field.

Or Experience and Education: Two years of progressively responsible experience with duties involving the preparation, justification, and analysis or the control and ministrations of a budget or budgetary program or analysis and forecasting of revenues (*Substitution: One year of graduate work in Public Policy, Public or Business Administration, Political Science, Economics, or a related field may be substituted for one year of experience.*) And Bachelor's degree.

CLAIMS SPECIALIST, VICTIMS OF CRIME

PROGRAM Examine and verify information submitted in claims for monetary reimbursement under the Victims of Crime Program to ascertain whether a claim meets eligibility requirements; substantiate the financial losses of the victim; confirm information with law enforcement and other governmental agencies, claimants, doctors, and employers; prepare reports and correspondence.

Either Education: Sixty semester units from a college in any major.

Or Experience: *Either* One year verifying claims in a local governmental agency's Victim-Witness Center *Or* Two years performing claims review and investigation duties for an insurance company.

Dept: Board of Control

COMMUNICABLE DISEASE REPRESENTATIVE Under supervision and through in-service and on-the-

job training: Learn the techniques of making field visits and perform technical investigative and staff work of the program for prevention and control of communicable diseases and related public health problems in a local health district or other specified area; provide assistance in the development, coordination, and implementation of an assigned phase of the program; enforce related laws and regulations, including interviewing, follow-up, drawing of blood, and obtaining cultures; assist in conducting and improving communicable disease prevention, treatment, and control programs in high-incidence areas.

Either Experience and Education: Two years as a Medical Service Corpsmember dealing with communicable diseases or as a Communicable Disease Representative or Investigator in a local, State, or Federal health agency *And* Thirty semester units of college-level academic education (*Substitution: Additional qualifying experience may be substituted for the required education year for year*).

Or Education Only: Bachelor's degree.

Personal: Willingness to travel and work irregular hours. In some assignments, fluency in Mexican-Spanish, Cantonese-Chinese, or other languages may be required.

DISABILITY EVALUATION ANALYST Obtain and analyze medical, personal, and vocational information to adjudicate claims for disability benefits under the Social Security Act; analyze transferability of vocational skills from one field to another; perform quasi-judicial reappraisals for final determination of claims for reconsideration or continuing disability.

Education: Bachelor's degree.

Personal: Ability to act independently; open-mindedness, flexibility, and tact; willingness to make field visits.

Department: Social Services.

DISTRICT SALES REPRESENTATIVE, CALIFORNIA STATE LOTTERY As liaison between the State Lottery and the retailers who sell lottery products: Service accounts in assigned territory regularly; monitor sales by account and recommend improvements; use sales and marketing reports to identify problems; provide updated information on current games; maintain security of and account for lottery products and report any altered, lost, or stolen tickets.

Education and Experience: Bachelor's degree in Business Administration, Public Administration, Marketing, or a closely related field; *And* Two years of sales experience servicing wholesale accounts. [*Substitutions: (1) Additional experience may be substituted for education year for year; or (2) Master's degree in Business Administration, Public Administration, Education Administration, Marketing, or a closely related field may be substituted for the required experience.*]

Personal: Integrity, honesty, tolerance and tact, maturity and reliability; awareness and acceptance of various racial, ethnic, and cultural differences; willingness to travel and work irregular hours; ability to qualify for a security bond;

willingness to be fingerprinted and to undergo a thorough background investigation. *A person who has been convicted of a felony or ANY gambling-related offense is not eligible for employment with the State Lottery.*

Restriction: Lottery employees and their spouse, parents, brothers and sisters, and children are prohibited by law from playing the lottery.

EMPLOYMENT PROGRAM REPRESENTATIVE EMPLOYMENT SERVICES PROGRAM: Gather and disseminate labor market information to employers and applicants; assist employers in their labor needs; interview, test, and refer applicants for work; make job development contacts; negotiate on behalf of applicants for salary, benefit, and experience requirements; provide employment and placement services to special applicant groups such as ex-offenders, the disabled, veterans, and minorities; and comply with all Federal and State legislation, departmental policies and procedures with respect to special services and considerations for these groups. **UNEMPLOYMENT INSURANCE PROGRAM:** Conduct unemployment insurance eligibility interviews; gather all relevant facts through employer and other contacts and claimant's statement; interpret and apply laws, policies, and precedent decisions consistently to individual cases; analyze employer and claimant statements and resolve conflicts through further questioning and analysis; identify possible false statements and fraudulent claims and reporting to Investigation Division for possible prosecution; resolve all eligibility issues surrounding claimant's unemployed status, determining claimant's eligibility for benefits and informing claimant and employer of decision; pay claims; and document all findings, actions, and decisions.

Either Education: Bachelor's degree.

Or Experience: Two years performing administrative or technical work in the fields of employability and placement services; professional casework or counseling; or claims examination or adjustment under public or private insurance or health and welfare benefit plans.

ENVIRONMENTAL PLANNER (ARCHEOLOGY) As a learner, do less complex environmental work in connection with environmental planning, research, and analysis; assist in conducting and preparing environmental studies; prepare reports and documents including environmental impact statements or negative declarations.

Either Education: Bachelor's degree in Anthropology with concentration in California Archeology, including one course in Field Work.

Or Experience and Education: One year in archeological surveys, studies, research, analysis, or evaluation; and Bachelor's degree (*Substitution: Additional experience may be substituted for education year for year*).

Desirable: Courses related to Environmental Planning.

Department: Transportation.

FAIR EMPLOYMENT & HOUSING CONSULTANT I

Under close supervision in the Dept of Fair Employment & Housing, receive formal instruction and on-the-job training involving routine phases of the Discrimination Complaint process under the Fair Employment & Housing Act and other civil rights statutes; perform a variety of tasks related to investigating and resolving complaints of discrimination in employment, housing, and public access; eliminating discrimination through specialized programs to eradicate discriminatory practices; providing assistance to employers and the public in understanding and applying the principles and practices of equal employment, affirmative action, and fair housing; and achieving improved intergroup relationships in California.

Education and Experience: Bachelor's degree; *And* Six months in a responsible capacity involving the development, implementation, or practice of equal employment or fair housing in *one or a combination of* (1) As a representative of an organization engaged in promoting equal opportunity for such protected groups as ethnic minorities, women, the physically handicapped, senior citizens, etc; (2) In community organization work, social group work, or other comparable experience in the fields of human relations, industrial relations, or housing industry; *or* (3) As a labor or management representative with substantial responsibility for the promotion and implementation of fair employment and/or fair housing practices in a trade, industry, or organization.

Personal: Ability to function in sensitive areas tactfully and judiciously; willingness to work irregular hours and to travel widely within an assigned area; objectivity and emotional stability.

HEALTH FACILITIES EVALUATOR NURSE

Conduct inspections, investigations, surveys, and evaluations of health facilities for conformity with licensing and certification requirements of the Department of Health Services and for compliance with State and Federal laws, rules, and regulations relating to medical care. Advise health facility administrators and community agencies regarding inspections, licensing, and certification programs. Primary responsibility is for enforcement of State and Federal laws, rules, and regulations pertaining to areas affecting total patient care, such as nursing, physician, restorative, pharmacy, social, dental, and related services. May act as team leader and may assist in training new staff.

License: Possession of the legal requirements to practice as a professional registered nurse in California.

Experience: One year of professional nursing experience that includes at least six months of administrative responsibility requiring definition and implementation of operational program policy for maintenance of nursing care standards. (*Substitutions: (1) Master's degree in Nursing or other health-related field may be substituted for the professional nursing experience; (2) Bachelor of Science in Nursing may be substituted for the administrative experience.*)

Personal: Willingness to travel throughout the state.

INFORMATION OFFICER SERIES

ASSISTANT INFORMATION OFFICER Research and write copy for news releases, brochures, pamphlets, other departmental publications, and broadcast material; answer inquiries from representatives of the news media and the public; distribute news releases and other informational material through such publicity channels; prepare correspondence; prepare exhibits, prepare layouts including page dummies; read and correct proofs; keeps scrapbooks, files of clippings, and other information of value to the department.

Education and Experience: Bachelor's degree—preferably in Journalism, Public Relations, or English. (*Substitution: Additional experience may be substituted for education year for year.*); *And* Two years writing, reporting, or editing for a newspaper, news service, radio or television station, or magazine, or in a position having major duties in Public Relations or Public Information and involving communicating to the public.

Personal: High interest in the field of public information; originality and creativeness; ability to establish and maintain cooperative working relationships with representatives of the news media and other public groups; ability to gain and hold the confidence and respect of those contacted in the work; and ability to assume increasing responsibility.

INFORMATION OFFICER I (SPECIALIST)

In the performance of the more difficult professional and technical tasks in a comprehensive public information program, plan, write, edit, and otherwise prepare more complicated information material; disseminate such material through all major means of communication; prepare replies to difficult and complicated correspondence including letters for signature by superiors; plan exhibits; provide writing, editing, and advisory service to other agency officials; act as spokesperson for the agency, to the news media, before public groups, and to individuals inquiring about the agency's activities; arrange participation of other agency officials as speakers before public groups, on radio or television, or in other public forums; collect, evaluate and distribute information from outside sources to the agency's staff.

Education and Experience: Bachelor's degree; *And* Four years writing, reporting, or editing for a newspaper, news service, radio or television station, or magazine, or in a position having major duties in Public Relations or Public Information and involving communicating to the public. (*Substitution: Additional experience may be substituted for education year for year.*) The experience must have developed the ability to be responsible for the conduct of a comprehensive public information program for a State agency. Writing experience alone is not qualifying at this level.

Personal: Appreciation of news values; emotional stability under stress; ability to establish and maintain cooperative working relations with the news media and

other public groups; ability to gain and hold the confidence and respect of those contacted in the work.

Desirable: Training or experience development skills in management or public administration, including budgeting skills.

INFORMATION OFFICER II In a comprehensive public information program: Analyze the extent of public understanding of the programs administered by your agency and determine the need for further public information and education activity; establish the objectives of the information program and develop and actuate the techniques and procedures to accomplish those objectives; direct a staff in the conduct of the program; evaluate its effectiveness and recommend changes; coordinate and evaluate the information and education activities of the agency's field personnel; meet with top management and advise on any public relations implication of proposed actions; attend staff conferences at top management level as a regular participating member; contact individuals and members of interested organizations to keep them informed of the agency's activities; make speeches before various groups; promote the awareness and use of the agency's services; perform to the extent required any or all of the typical tasks of an Information Officer I.

Experience and Education: At least five years preparing and disseminating information, a substantial part of which also included supervising the writing of others, which resulted in broad and successful experience that has demonstrated the ability to plan and direct a comprehensive public information program; *and* Bachelor's degree. *(Substitution: Additional experience may be substituted for education year for year.)*

Personal: Appreciation of news values; ability to gain the confidence and respect of persons contacted in the work; ability to establish and maintain cooperative working relations with the news media and other public groups; emotional stability under stress.

LABOR RELATIONS ANALYST Represent State management under the State Employer-Employee Relations Act (SEERA) during all phases of collective bargaining by preparing for and participating in negotiations, impasse resolution, and contract administration.

Education and Experience: Bachelor's degree *(Substitution: Additional experience may be substituted for education year for year.)*; *And* Two years in one or a combination of (1) Labor relations research in unit determination, election certification procedures, preparation for negotiations, fact-finding, or grievance arbitration; (2) Resolution of grievances arising under labor agreements; (3) Negotiations or preparation of labor agreements; (4) Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations; (5) Conciliation, mediation, or arbitration of labor disputes; (6) Administration or the investigation and settlement of violation complaints in regard to State or Federal labor management relations laws.

LICENSING-REGISTRATION EXAMINER, DEPARTMENT OF MOTOR VEHICLES Perform the most difficult and sensitive work in driver licensing, vehicle registration, and related areas; at least 50% of time will be spent giving practical performance tests.

Either Experience: Two years in work emphasizing contact and discussion with the public.

Or Education: Two years of college.

Driver License: Any class of California license.

Personal: Firmness and tact; satisfactory driving record; willingness to work in various locations throughout California.

Physical: Vision 20/25 in both eyes and 20/30 in the poorest eye corrected or uncorrected; physical agility and mental alertness sufficient to permit work in and around various types of motor vehicles with safety.

RESEARCH ANALYST I (GENERAL) In a setting requiring a sound comprehension of basic research and statistical methods and the ability to synthesize data from a variety of disciplines—perform general research and statistical duties, including problem exploration and definition, planning the approach and sequence of steps, execution of experiments, interpretation of findings, and documentation and reporting of findings in a structured, professional format.

Education: Bachelor's degree with at least one course in Statistical Methods and extensive course work in a research-oriented field.

Personal: Willingness to do routine or detailed work to learn the practical application of research principles; willingness and ability to accept increasing responsibility; flexibility; ability to work effectively with others.

RIGHT OF WAY AGENT Assist in the various programs and duties of the Right of Way Department while receiving formal and rotational on-the-job training in the major functional areas of appraisals, acquisition, relocation assistance, and property management; perform routine office and field duties involved in the acquisition program, become familiar with the activities involved in management, rental, and disposal of property and participate in the gathering of data pertinent to relocation and moving problems of highway displaces.

Either Education: Bachelor's degree.

Or Experience and Education: Two years performing appraisal or acquisition work involving true market value as applied to transfer and sale of real property. *[Experience in real estate sales or transfers is NOT qualifying.]*; *and* Associate degree *(Substitution: Additional experience may be substituted for education year for year.)*

Personal: Interest in and aptitude for real property negotiations and appraising; sales ability and the ability to make effective presentations before the public; willingness to work odd hours and to travel throughout California.

Department: Transportation.

STAFF SERVICES ANALYST (GENERAL)

Study and apply the principles and techniques of the area of work to which assigned (program evaluation and planning; systems development; budgeting, planning, training, management, or personnel analysis); participate in analytical studies of organization, procedures, budgetary requirements, personnel management; gather, tabulate, and analyze data; draw organization, workload, and other charts; interview and consult with departmental officials, employees, and others to give and secure information; prepare reports and make recommendations on procedures, policies, and program alternatives; review and analyze proposed legislation and advise management on potential impact; make decisions on financial, personnel, and other transactions of average complexity; work as a field representative in intergovernmental negotiations; prepare correspondence.

Education: Bachelor's degree—preferably with specialization in Public or Business Administration, Accounting, Economics, Political or Social Science, or Law.

Personal: Willingness as a learner to do routine or detailed work to learn the practical application of administrative principles; capacity for development demonstrated by work history, academic attainments, participation in school or other activities, or well defined occupational or avocational interests; willingness and ability to accept increasing responsibility.

Note: The hiring list created by the examination for "Staff Services Analyst (General)" is also used to fill vacancies in "Assistant Information Systems Analyst".

STAFF SERVICES MANAGEMENT AUDITOR

Conduct technical audits of the fiscal and management procedures and practices of State agencies and other entities; examine operations and internal and management controls; review policies and procedures; appraise performance and accomplishments in the execution of agency plans and objectives; and evaluate the effectiveness of operations in terms of the resources available; may review accounts, records and reports; verify reconciliations of accounts; and determine that the financial statements accurately reflect financial status and transactions.

Education: Bachelor's degree—preferably in Accounting, Business Administration, Public Administration, or Economics and with at least 6 semester units of Accounting.

Personal: Ability to qualify for a fidelity bond; willingness to travel.

TELECOMMUNICATIONS SYSTEMS ANALYST II

Full journeyman, perform difficult work or act as leadperson over other staff. Under direction, collaborate with the Department of General Services in the engineering design and installation of telecommunications networks. Also, consult and advise management on departmental telecommunications policy and administrative procedures; analyze and validate operational requirements of a communications program; develop and revise operational requirements and procedures; outline a conceptual system design including budget estimates for detailed engineering and

equipment purchases; performing detailed system designs, site selections, propagation surveys, and coverage calculations; analyze equipment and performance requirement tradeoffs; prepare communications equipment and procurement specifications; assist in the selection of vendors; monitor system installation; provide operator training; prepare applications to the Federal Communications Commission for changes in radio frequencies; conduct acceptance testing and provide evaluation.

Education and Experience: Bachelor's degree, preferably with major specialization in Electronics or related area (*Substitution: Qualifying experience may be substituted for education year for year*) And Three years of analytical experience in planning, organizing, and coordinating maintenance and upgrade activities for such telecommunications systems as radio/microwave or wire service systems.

TRANSPORTATION PLANNER SERIES Plan, develop, administer, evaluate, and monitor transportation plans, programs, and projects; prepare system plans of transportation facilities and services including highway, aviation, public transportation, and nonmotorized facilities; perform transportation studies for the development of transportation systems of all modes; participate in policy development and implementation; analyze proposed policies from other government agencies; develop and analyze legislation; propose, perform, and evaluate transportation planning research; monitor and certify the regional transportation planning process for conformance with State and Federal requirements; provide expertise to Federal, State, regional, and local agencies and transit operators to carry out the transportation planning process; develop, administer, and monitor consultant contracts and grant programs; promote and support alternative modes of transportation including public transportation and ridesharing.

Desirable: Awareness and sensitivity to social, economic, and environmental conditions that affect Transportation Planning; ability to delegate responsibility to others; ability to inspire the confidence of others; ability to further the recognition of CalTrans as a multimodal-transportation organization.

TRANSPORTATION PLANNER Developmental and first working level. Initially, under supervision in a learner capacity, perform the less responsible or complex planning work; as knowledge and skills develop, perform work of average difficulty and assist in conducting studies.

Either Education: *Either* Bachelor's degree in Transportation Planning, Urban Planning, City Planning, or Regional Planning; *Or* Bachelor's degree in a related field, such as Urban or Regional Studies, Public Policy, Public Administration, Environmental Policy or Studies, Geography, Sociology, Economics, or Civil Engineering **And** Twelve semester units [or equivalent quarter units] in any of the following areas: Transportation Planning; City, Community, Regional, Rural or Urban Planning or

Studies; Land Use Planning and Development; or Travel Analysis and Forecasting.

Or Experience and Education: One year as a participant in Federal, State, regional, or local transportation planning activities *And* Bachelor's degree (*Substitution: Additional qualifying experience may be substituted for the required education year for year.*).

ASSOCIATE TRANSPORTATION PLANNER

Full journeyman level. Under direction, independently work on difficult and complex projects. May serve in a lead capacity over other staff.

Experience and Education: Three years in either or a combination of (1) Federal, State, regional, or local transportation planning activities or (2) Transit planning, transportation studies, transportation system planning studies, or legislative studies (*Substitutions: [1] Doctorate in Transportation Planning may be substituted for the required experience, [2] Master's degree in Transportation Planning may be substituted for two years of the general experience, [3] a Master's degree in a general Planning curriculum or a closely related field may be substituted for one year of the general experience*); *And* Bachelor's degree (*Substitution: Additional qualifying experience may be substituted for the required education year for year.*).

VOCATIONAL REHABILITATION COUNSELOR

(1) Carrying a caseload: Determine a person's potential and eligibility for services and counsel with and plan, arrange for, and supervise the vocational rehabilitation of persons with physical or mental disabilities that are substantial barriers to suitable employment. **Or (2)** As an occupational resource specialist: Gather, analyze, and interpret occupational and vocational information to consult with case-carrying staff in the development of vocational plans for clients; serve as liaison and consultant to employers and community organizations regarding opportunities and considerations related to hiring disabled persons.

Either Experience and Education: Two years of counseling with primary responsibility for the evaluation and adjustment of the problems of vocationally handicapped adults, including substantial vocational counseling of persons with physical or mental disabilities or other conditions that make difficult the finding of suitable employment (*Substitution: Graduate work in Psychology, Counseling and Guidance, or a closely related field may be substituted for not more than one year of experience on the basis that one year of education equals six months of experience.*); *And* Bachelor's degree (*Substitution: Additional qualifying experience may be substituted for two years of the required education year for year*)

Or Education Only: Master's degree in Rehabilitation Counseling.

Personal: Willingness and ability to make frequent field visits away from established headquarters; demonstrated interest in and capacity for assuming increasing responsi-

bility in vocational planning with severely disabled adults; and ability to function effectively in pressure situations.

VOCATIONAL REHABILITATION TRAINEE

Learn and apply the principles and techniques of Vocational Rehabilitation; under close supervision, interview clients and collect, analyze, and interpret information; counsel with clients to arrive at a Rehabilitation Plan; plan and arrange for medical and paramedical services, study and training courses, small businesses, and sheltered or home employment. Under close guidance, secure and coordinate the assistance and services of other agencies and organizations; consult with representatives of public and private agencies; keep appropriate records.

Education: Bachelor's degree, preferably with course work in the Social and Behavioral Sciences.

Personal: Willingness and ability to make frequent field visits away from established headquarters; demonstrated interest in and capacity for assuming increasing responsibility in vocational planning with severely disabled adults.

WORKERS' COMPENSATION INSURANCE REPRESENTATIVE I

Receive training and perform assignments in various phases of workers' compensation insurance such as sales, accident prevention, claims adjustment, underwriting, payroll auditing, and rehabilitation services.

Either Education: Bachelor's degree (*Substitution: Qualifying experience may be substituted year for year.*)

Or Experience: Four years performing casualty underwriting, workers' compensation insurance claims adjusting, field sales, or industrial accident prevention.

Personal: Ability to qualify for fidelity bond.

Desirable: College-level course work to develop arithmetic, oral and written communication, and analytical skills.

Department: State Compensation Insurance Fund

WORKERS' COMPENSATION INSURANCE TECHNICIAN

In the marketing and servicing of workers' compensation insurance and involving the relationships of the State Fund with policyholders, claimants, and others--perform the more routine work in the general areas of field and internal claim adjusting, sales, safety, payroll auditing, premium collection, policy processing, or ancillary support services including: examining applications for workers' compensation insurance; writing and servicing policies for smaller accounts; compiling and appraising past losses and other data preparatory to issuing renewal policies; assigning payroll classifications and rates for initial premium billing; monitoring the collection of outstanding premiums; following up on outstanding payroll reports; reviewing files for deposit adequacy; examining, determining liability and adjusting short-term disability compensation claims; reviewing cases for medical and expense adjustment; approving bills for medical expenses; and prepare routine correspondence related to the aforementioned responsibilities.

Either Experience: Two years in customer relations or services, workers' compensation insurance, or administrative or technical office work.

Or Education: Sixty semester [90 quarter] units of college.

Personal: Ability to qualify for fidelity bond.

Desirable: College-level courses to develop arithmetic, oral and written communication, and analytical skills.

Department: State Compensation Insurance Fund

CONSERVATION

CONSERVATIONIST I, CALIFORNIA CONSERVATION CORPS Supervise and work with a crew of Corpsmembers on a variety of Center activities and projects. Assist new members to adjust to and understand Center life; teach, direct and counsel Corpsmembers; take responsibility for the care, maintenance and security of State property; be responsible for the discipline, safety and work habits of the Corpsmember crew; safely move and direct Corpsmember crews on disaster relief operations such as wildland fires and floods and assist in instructing Corpsmembers in the protection and conservation of natural resources.

Experience: One year of experience in organizing, instructing, supervising and evaluating six or more people, ages 16-25, in an organization requiring specific accomplishments or completion of specific tasks. Qualifying experience must include direct responsibility for the discipline, direction and welfare of the persons involved and can be gained through labor crews in the private or public sector, organized outdoor adventure programs, service-oriented organizations employing young adults (fast-food chains, park and recreation facilities), seasonal labor, education, coaching, and scout leadership.

Driver License: Class II California license.

FIRE APPARATUS ENGINEER Drive and operate such fire apparatus as pumper, water tank, or rescue trucks in fighting wildland, structural, and other fires and in fire prevention and rescue work; lead an crew; perform maintenance and simple repairs on equipment make reports on operation of equipment; use maps; operate two-way radio; may act as Fire Captain relief; assist in training crew to fight fire efficiently and safely; check, clean, and polish trucks; do general station maintenance and repair work; assist in building roads, trails, telephone lines, and minor structures; as a learner, may operate other heavy equipment; make fire law inspections; investigate causes of fires; prepare and present fire prevention programs to the public; keep records and prepare reports.

Experience: *Either* Eight months of fire-fighting experience; *Or* Two years as a certified volunteer firefighter.

Personal: Willingness to live in remote areas, to work on weekends and holidays and, to remain on duty 24 hours a day; uncorrected visual acuity (Snellen) of not less than 20/100 in each eye and corrected to not less than 20/30 in one eye; normal color vision; uncorrected hearing adequacy within speech frequencies; normal use of both hands and both feet; physical strength and agility; weight in proportion to height; no more than mildly susceptible to poison oak.

Desirable: High school graduation or equivalent.

Department: Forestry and Fire Protection

FIRE FIGHTER, CORRECTIONAL INSTITUTION Operate fire engines, auxiliary equipment and rescue equipment; inspect, maintain, and recharge fire extinguishers;

conduct safety and fire inspections; inspect and test fire sprinklers, standpipe and fire alarm systems; conduct regular periodic fire drills; maintain written logs on all inspections; perform maintenance, training, and drills; issue citations for safety violations; write inspection reports and recommend how to correct deficiencies; investigate fires to determine causes and recommend preventive measures; train staff in fire and life safety; train fire fighters in all aspects of First Aid, fire prevention, fire suppression, rescue, and equipment operation and maintenance; supervise inmate fire fighters in daily routine and fire suppression and prevention; supervise inmates in general fire-station housekeeping and upkeep of the surrounding grounds; operate appropriate communication equipment; drive fire apparatus during off-grounds mutual-aid responses; maintain records and prepare reports regarding all fire prevention and suppression activities.

Experience and Education: One year in structural fire fighting *And* High school graduation or equivalent.

Personal: Emotional maturity and stability; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; courage; willingness to work at night and to report for duty whenever emergencies arise.

Physical: Normal visual function; visual acuity of not less than 20/100 in each eye uncorrected and corrected to not less than 20/30 in one eye; color vision sufficient to discriminate between electrical cable and pipe color-coding and to identify vehicle colors; uncorrected hearing adequacy within speech frequencies; normal use of both hands and both feet; physical strength and agility; weight in proportion to height.

Desirable: Experience supervising others; knowledge of correctional institution operations and philosophy; completion of college-level work in Fire Science.

Age: At least 21 years to be hired.

Departments: Corrections, Youth Authority

FIRE FIGHTER II As a member of a crew, respond to fire alarms on such apparatuses as pumper or water tank trucks; connect, lay, and operate hose lines; enter burning areas and structures with charged hose lines; operate and climb ladders; make forcible entry into buildings; ventilate buildings; use hand tools and fire equipment to contain and suppress fire; as a crew member on a rescue truck, assist in rescue and salvage operations; assist in making fire prevention inspections; assist in building, grounds, and equipment maintenance and repair; inspect, clean, and repair fire hose and equipment; sharpen fire tools, paint equipment and buildings, and perform minor construction work; perform general housekeeping duties; under close supervision for training purposes, may operate motor vehicles on station premises and elsewhere in nonemergency situations; may assist in the training of seasonal and volunteer firefighters.

Either Experience: *Either* Three months of fire-fighting

ing experience; *Or* One year as a certified volunteer fire-fighter.

Or Training: Completion of training courses, prerequisite for Fire Fighter I Certification.

Personal: Willingness to live in remote areas, to work on weekends and holidays and, to remain on duty 24 hours a day; uncorrected visual acuity (Snellen) of not less than 20/100 in each eye and corrected to not less than 20/30 in one eye; normal color vision; uncorrected hearing adequacy within speech frequencies; normal use of both hands and both feet; physical strength and agility; weight in proportion to height; no more than mildly susceptible to poison oak.

Desirable: High school graduation or equivalent.

Department: Forestry and Fire Protection

FISH AND WILDLIFE ASSISTANT I Perform semiskilled and routine work involved in such tasks as: Hatching, rearing, and feeding fish; cleaning troughs, ponds, pens, and other fish or wildlife enclosures; liberating game birds or planting fish; removing barriers from streams; installing and maintaining fish screens, ladders, and traps; controlling brush and planting, irrigating, or cultivating wildlife cover or forage plants; installing and maintaining artificial watering devices and building protective cover for wild birds; collecting field data on fish or wildlife by censuses and other means; trapping, tagging, or marking fish and wildlife; performing routine maintenance and repair of buildings and equipment; collecting fish and wildlife samples and specimens; fencing and posting boundaries of wildlife areas, refuges, and other enclosures closed to hunting; operating check stations; issuing permits; managing recreation users on wildlife areas. As assigned, lead and work with seasonal assistants; may perform SCUBA diving; as required, operate automobiles, trucks, tractors, pumps, fish loaders, and other types of mechanical equipment; keep records; maintain grounds and assure area is free from litter and debris.

Driver License: Valid California license.

Experience: *Either* Six months in a natural resource field such as Parks, Forestry, or Fish and Wildlife (*Substitution: One year of college with 6 units in the Biological Sciences may be substituted for the Natural Resource experience*); *Or* One year in the mechanical or construction trades.

Desirable: Graduation from high school; California driver license valid for the operation of any combination of vehicles and an updated health certificate.

FISH AND WILDLIFE INTERPRETER I Develop information into narrative descriptions for educational and interpretive services such as nature trails or exhibits; prepare maps, publications, and signs; conduct tours, demonstrations and talks; research the potential for new interpretive facilities; manage publicity and community outreach programs; collect and summarize technical information for planning purposes; landscape and maintain exhibits and trails.

Education: Bachelor's degree in Wildlife Management, Zoology, Fisheries Management, Botany, or other related Bio-

logical Science, including at least 15 semester units, or its equivalent, of course work in Natural Resource Interpretation, Natural Resource Communications, or similar subjects. (*Substitution: One year of specialized experience in wildlife- or related natural-resource interpretation may be substituted for the specialized course work.*)

FORESTRY PILOT (HELICOPTER) Pilot a helicopter in single-pilot operation over all types of terrain in aerial firefighting, hauling firefighters and inmates to and from fires, hauling internal and external cargo, dropping water and retardant on fires from helicopter-carried water buckets or tanks; flying routine and emergency missions such as search and rescue, medi-vacs, reconnaissance, law enforcement, aerial photography, and administrative flights; support prescribed burning projects by hauling various serial ignition devices to ignite prescribed fires; be responsible for the safe and efficient operation of the helicopter.

Certificates: Class II Airman's Medical Certificate issued by an FAA-authorized medical examiner *And Either* Federal Aviation Agency (FAA) Commercial Airman Certificate with rotorcraft-helicopter rating *Or* FAA Airline Transport Pilot's Certificate with a rotorcraft-helicopter rating.

Driver License: Class 3 California driver license.

Experience: At least 2,000 hours of pilot-in-command flying helicopters including: (1) At least 500 hours of mountain pilot-in-command helicopter flight time, routinely making landings in mountainous terrain above 4,000' MSL; (2) At least 500 hours of turbine helicopter time as pilot-in-command; (3) 250 hours pilot-in-command of helicopters performing either low-level missions in fire control, map survey, power-line patrol, search and rescue, spray or seeding operations over mountain or forested terrain, or comparable military operations; (4) At least 100 hours as pilot-in-command in helicopters flying sling loads; (5) At least 50 hours as pilot-in-command in helicopters in the past year.

Personal: Keenness of observation, mental alertness, tact, and good physical condition.

Desirable: Forest-firefighting experience with helicopters.

GUIDE I, HISTORICAL MONUMENT Conduct visitors on tours through Historical Monuments; explain significance of the monument and exhibits to individuals and groups; assist in preparing tour talks; protect buildings and exhibits against theft, damage, and vandalism; maintain order and enforce rules and regulations; help prepare exhibits; maintain exhibits; assist in cleanup and maintenance of the monument or supervise others in this work; keep records and perform other associated clerical tasks.

Experience and Education: One year of experience involving major emphasis on oral presentations before groups (*Substitution: Two years of college can be substituted for six months of experience.*); *and* High school graduation or equivalent.

Personal: Neat personal appearance; poise; tact; willingness to work weekends and holidays; ability to stand and walk for long periods of time.

HAZARDOUS MATERIALS SPECIALIST Perform a broad range of duties concerned with the discovery, regulation, and remediation of hazardous materials and the development of scientific methodologies for environmental and chemical assessments, resource recovery, waste reduction, and other alternatives to land and water disposal of hazardous materials. Apply scientific methods and principles in the performance of assigned tasks including: Identification and analysis of hazardous materials; development of criteria and guidelines for the handling of hazardous materials; issuance of permits to hazardous substance treatment, storage, and disposal facilities; regulation of hazardous-material generators and transporters and storage, treatment, and disposal operators; surveillance of the regulated community through on-site inspection, sampling, and record reviews to secure or verify information regarding compliance with laws and regulations and to enforce those laws; assessment of chemical and other data obtained to determine levels of contamination, site conditions, and land-use factors; environmental surveys and studies related to hazardous-material transport, storage, disposal, reduction, and reuse; research and development of innovative programs to address emerging problems related to hazardous materials management; establishment of clean-up levels for air, water, and soil contamination by hazardous substances; determination of appropriate sampling and monitoring methods; development and assessments of alternatives for mitigation of the hazards to the public and the environment; development of endangerment assessments; participation in feasibility studies and remedial action plans to either remove the hazardous material or to render it nonhazardous to future populations. **AS A TRAINEE**, under close supervision, learn the less responsible professional work associated with the discovery, regulation, or remediation of hazardous materials. **AT THE FIRST WORKING LEVEL**, under general supervision, assist in the responsible professional work of average difficulty characterized by reliance on proven techniques and methodologies.

Education: Bachelor's degree from an accredited college or university or equivalent degree approved under California Education Code Section 94310(b) with major work in Biological, Chemical, Physical, Environmental, or Soil Science; Environmental Health; Environmental or Sanitary Engineering; Toxicology; Industrial Hygiene; or a related field. (*Substitution: Qualifying experience may be substituted for up to two years of education.*)

PLANT QUARANTINE INSPECTOR At border stations, make inspections of plant materials carried in automobiles and other vehicles for the presence of agricultural pests and for compliance with plant quarantine regulations; inspect shipments of fruits, nuts, and vegetables to determine compliance with fruit and vegetable standardization requirements; coordinate and cooperate with related officials in the enforcement of illegal drugs or commodities; determine violations of plant pest provisions and issue appropriate citation; make preliminary identification of

insect and disease pests; send specimens to specialists for further identification; intercept and dispose of condemned articles. **AS A TRAINEE**, learn inspection procedures and perform less difficult tasks. **AS A JOURNEYPERSON**, perform lead inspection duties, perform the more difficult inspections, and train and guide lower level or intermittent inspectors.

Experience: One season (about three months) in Agricultural Inspection or Plant Pest Control work. (*Substitution: Completion of either [1] One year of college work with courses in Plant Sciences or Agricultural Inspection or [2] Two years of general college may be substituted for the required experience.*)

Desirable: High school graduation or equivalent.

Personal: Willingness to work holidays, Saturdays, Sundays, and other odd hours and to reside in areas distant from centers of population.

Physical: Hearing normal or corrected to normal, vision normal or corrected to normal. Ability to climb ladders, stoop, and bend regularly.

TREE MAINTENANCE WORKER Climb trees by means of ropes or spurs; use safety belt and other required rigging; trim or remove limbs and branches; use both power and hand saws and similar equipment; treat cut surfaces to protect from fungi and insects; lower cut limbs and branches by lines; occasionally fell and remove entire tree; plant, cultivate, and irrigate trees; cut brush and weeds along the transportation facility right of way, in State facilities, and in parks or other natural areas; maintain and care for tree-climbing and -trimming equipment; act as flagger for traffic control; use aerial equipment and pneumatic tools; apply chemicals for insect, disease, and weed control. May be required to work rotating or irregular shifts including weekends.

Driver License: Class 3 California driver license.

Experience: One year in tree trimming, including climbing work, on trees more than 40 feet high.

Physical: Strength and agility.

DOMESTIC, FOOD SERVICE, HOSPITAL, JANITORIAL, and SPECIAL SCHOOLS

ARMORY CUSTODIAN I Maintain, repair, and protect the property, equipment, and grounds of a National Guard facility; maintain buildings and grounds; make simple repairs and paint; use high ladders and scaffolding; use hand and power tools; perform miscellaneous janitorial tasks; perform miscellaneous gardening and general labor tasks; prepare reports of work performed. Schedule and oversee use of facility by private and public organizations.

Either Experience: *Either* One year as a Corpsmember with the California Conservation Corps; *Or* Six months in general building maintenance and repair work; *Or* Six months in janitorial, housekeeping, or custodial work.

Or Vocational Training: Successful completion of a formal building maintenance and repair work-experience training program.

Personal: Willingness to work irregular hours; willingness to work in a military installation.

Department: Military [National Guard]

ATTENDANT, RESIDENT SCHOOLS Responsible for meeting basic physical care needs of disabled students; duties typically involve supervision of and surveillance over a group of students in a dormitory setting during sleeping periods, when minimal social interaction with students is required.

Personal: Sympathetic understanding of the problems of disabled children; interest and concern for the safety and welfare of children; tact, patience, cheerfulness; emotional stability and maturity; high moral standards; good personal appearance and habits.

Desirable: High school graduation or equivalent and experience comparable to that performed on the job.

Departments: Education, Developmental Services

COOK/COOK (CORRECTIONAL FACILITY)

COOK I Assist in preparing, cooking, and dispensing food for the residents and employees of a State institution; care for culinary equipment, supplies, and work areas; work with employees and helpers from the resident population.

Experience: One year assisting a cook preparing and cooking a varied menu. (*Substitution: Full-time training in a recognized trade school or training program for cooks may be substituted on the basis that one month of school equals two months of experience.*)

Physical: Freedom from communicable diseases.

Personal: Sympathetic understanding of and willingness to work with the residents of a State institution; personal cleanliness; good sense of smell and taste.

Departments: Developmental Services, Education, Highway Patrol, Maritime Academy, Mental Health, Rehabilitation, Transportation

COOK I (CORRECTIONAL FACILITY) In addition to the duties of a *Cook I*: Maintain order and supervise the conduct of inmates or wards; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates/wards for contraband such as weapons or illegal drugs; assignments may include sole responsibility for the supervision of inmates and the protection of personal and real property.

Experience: Same as *Cook I*.

Personal: Same as *Cook I*.

Physical: Same as *Cook I* and sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations without compromising your own health and well-being or that of inmates and fellow employees.

Departments: Corrections, Youth Authority

COOK II Prepare, cook, and dispense food for the residents and employees of a State institution; care for culinary equipment, supplies, and work areas; work with employees and helpers from the resident population.

Experience: Three years as a cook in *either or a combination of (1)* Preparing food for at least 250 persons a meal with experience at the various stations, at least six months of which shall have been in charge of the work of kitchen helpers or others doing similar work; *or (2)* Personally preparing complete breakfasts, lunches, and dinners for 50 or more persons a meal. (*Substitution: Full-time training in a recognized trade school for cooks and bakers may be substituted for up to two years of experience on the basis that one month of school equals two months of experience.*) [Note: Short-order cooking is NOT qualifying.]

Personal: Sympathetic understanding of and willingness to work with the residents of a State institution; personal cleanliness.

Physical: Freedom from communicable diseases; good sense of smell and taste.

Departments: Developmental Services, Education, Highway Patrol, Maritime Academy, Mental Health, Rehabilitation, Transportation, Veterans Affairs

COOK II (CORRECTIONAL FACILITY) In addition to the duties of a *Cook II*: Maintain order and supervise the conduct of inmates or wards; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates/wards for contraband such as weapons or illegal drugs; assignments may include sole responsibility for the supervision of inmates and the protection of personal and real property.

Experience: Same as *Cook II*.

Personal: Same as *Cook II*.

Physical: Same as *Cook II* and sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations without compromising your own health and well-being or that of inmates and fellow employees.

Departments: Corrections, Youth Authority

SUPERVISING COOK I (CORRECTIONAL FACILITY) In a small facility: Plan, organize, supervise, and assist with the preparation, cooking, and serving 3 meals a day to less than 250 residents and employees. In a large facility: Have charge of a shift and supervise and assist with the preparation, cooking, and serving 3 meals a day to more than 250 residents and employees; supervise the maintenance of culinary equipment, supplies, and work areas; instruct culinary workers; maintain order and supervise the conduct of inmates/wards; protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates or wards.

Education and Experience: Completion of the 8th grade; and One year supervising cooks and allied workers with responsibility for supervising and assisting with the preparation, cooking, and serving of meals for at least 250 persons a meal.

Personal: Sympathetic understanding of and willingness to work with the residents of a State correctional facility; supervisory ability; personal cleanliness.

Physical: Good sense of smell and taste; freedom from communicable diseases; sufficient strength, agility, and endurance to perform during the physically, mentally, and emotionally stressful situations without compromising your own health and well-being or that of inmates and fellow employees.

Departments: Corrections, Youth Authority

COOK, CALIF CONSERVATION CORPS Be responsible for food planning, preparation, management, and procurement for a Conservation Center; teach cooking skills to interested Corpsmembers and staff using products of community gardens; coordinate preparation, cooking, and dispensing of three meals a day for 70 people (250 at the Training Academy); coordinate field kitchen operations; inspect work areas and maintain safety and sanitation standards; keep records and prepare reports; conduct training in ethnic menus; make recommendations regarding community gardens.

Experience: One year as a cook personally preparing complete breakfasts, lunches, and dinners, for at least 70 persons at each meal. *Short-order restaurant cooking is not acceptable. (Substitution: Full-time training in a recognized trade school for cooks and bakers may be substituted for no more than 6 months of experience on the basis that one month of education equals 2 months of experience.)*

Personal: Familiarity with the foods of a variety of social

and cultural groups; willingness to live in camp and work cooperatively toward the development of community life; willingness to work odd and irregular hours.

FOOD SERVICE WORKER I Serve or assist with the preparation of foods and beverages at tables, cafeteria style, or by trays in hospital wards; clean and maintain food service equipment, utensils, and work areas.

Either Experience: Six months either serving, cleaning food service areas, or assisting with the preparation and service of foods and beverages in an institution, hotel, or restaurant.

Or Education: Completion of the 8th grade.

Physical: Freedom from communicable diseases.

Personal: Sympathetic understanding of and willingness to work with the residents of a State institution; personal cleanliness; good sense of smell and taste.

Departments: Developmental Services, Education, Forestry and Fire Protection, Maritime Academy, Mental Health, Rehabilitation, Transportation, Veterans Affairs

HOSPITAL AIDE May bathe, feed, dress, and care for disabled residents; as assigned, administer treatment under the guidance and supervision of medically trained personnel; prepare patients for physical, respiratory, and occupational therapy observe and care for them during therapy; assist nursing staff in an operating room; apply and change minor dressings; observe patients and report on and keep records their condition, behavior, and treatment administered; assist in the collection of laboratory specimens; accompany patients to and from clinics and other hospital units; sort, count, and distribute linens and clothing; keep the patients and their beds, clothing, and units clean; tend to physical needs of patients; may assist in serving meals and special diets; distribute, collect, clean, and sterilize equipment and other articles; assist with the rehabilitation and activity programs of patients.

Either Experience: Six months of patient care as a medical corpsman in a branch of the armed forces, a practical vocational nurse under the direction of a doctor, or an attendant caring for the physically ill or disabled patients in a public or private institution.

Or Vocational Training: Successful completion of a formal work-experience program in patient care under any anti-poverty program administered by State, Federal, or private agencies.

Personal: Concern for and interest in working with geriatric patients; sympathetic understanding of the attitudes and problems of geriatric patients; willingness to comply with prescribed procedures; patience and emotional stability.

Desirable: High school graduation or equivalent.

Departments: Veterans Affairs, Youth Authority

HOSPITAL WORKER In a State Hospital or Developmental Center, sweep, mop, and wax floors; wash walls and windows; clean bathrooms and lavatories; clean, dust, and polish furniture, fixtures, and woodwork; operate

scrubbers, buffers, waxers, and other equipment and machinery; empty and clean waste receptacles; assist in moving and arranging furniture and equipment; handle cleaning and housekeeping supplies; receive, count, fold, store, and issue clean linen and clothing; handle and sort soiled linen and clothing; change bed linen and make and wash beds; marks, mend, and iron clothing; operate clothes washers and dryers; transport food carts to and from unit; clean tables and dirty dishes; operate dishwashers; dispose of garbage; assist in the unit dining room as needed; assist Nursing Services personnel in bathing, dressing, grooming, feeding, toileting, and implementing behavioral, developmental, and social training programs of patients/residents; escort patients/residents to and from unit; empty bedpans; run off-unit errands; assist as needed.

Ability only: To read and write English at an appropriate level; to follow oral and written instructions.

Personal: Willingness to follow strict instructions; cheerfulness, patience, acceptance of patients/residents; willingness to perform routine, repetitive, and frequently disagreeable tasks; tact, emotional stability, alertness, good judgment, ability to be a teamworker, adjustable to sudden changes in assignments; neat personal appearance.

Departments: Developmental Services, Mental Health

JANITOR Perform janitorial duties in keeping an office, building or area clean and orderly; in small offices and buildings, may wash windows or automotive equipment and maintain ornamental plantings in and around buildings and parking areas.

Experience: Six months as a janitor.

Personal: Willingness to work at night.

Departments: Developmental Services, Education, Emergency Services, Employment Development, Fish and Game, Forestry and Fire Protection, Health Services, Highway Patrol, Lottery, Maritime Academy, Mental Health, Military, Motor Vehicles, Museum of Science and Industry, Parks and Recreation, Rehabilitation, State Compensation Insurance, Transportation, Veterans Affairs, Water Resources

SCHOOL BUS DRIVER Transport developmentally or mentally disabled, neurologically handicapped, deaf, or blind students to and from public schools and on field trips; follow all safety procedures; escort students across streets; attend safety meetings and programs; maintain order in vehicle; follow policy regarding discipline; provide a safe environment for students during transport.

Education: High school graduation or equivalent.

License: Valid California driver license when hired.

Special Certificates: California Special Certificate to drive a school bus, issued by the California Highway Patrol; medical Certificate on file with the Dept of Motor Vehicles.

TEACHING ASSISTANT Assist the teacher in the conduct of lessons and other classroom activities; operate audiovisual equipment; assist in preparing graphic and

written teaching materials; keep routine records; grade objective examinations; check student test correction; attend to children's physical needs in the classroom; assist in supervising children on the playground and on educational field trips; confer as needed with teachers concerning programs and materials to meet student needs; file and store materials as directed.

Education: High school graduation or equivalent (*Substitution: Experience working with groups of children in such jobs as Teaching Assistant, Nursery School Attendant, Recreation Worker, or Dormitory Attendant may be substituted for two years of education year for year.*)

Personal: Demonstrated interest in working with children; sympathetic and objective understanding of the problems of disabled children; emotional stability; high standards of morals and speech.

Departments: Developmental Services, Education

EDUCATION and LIBRARY

COUNSELOR, DEPT OF EDUCATION SPECIAL SCHOOLS Under direction and guidance of **Instructional Counselors**, supervise individual and group activities of resident student and reinforce academic program goals. Supervise and instruct students in social etiquette and such self-care skills as toileting, personal hygiene, dressing, and eating habits, and advise students on matters of social outlook and interpersonal relationships.

Education: Two years of college with (1) at least three semester units each in Child Growth and Development, Recreation Techniques or Physical Education Methodology, Education Techniques, Counseling Techniques, Health Science and (2) an additional three semester units in any of the preceding subjects or in Psychology, Sociology, Behavioral Sciences, Handicapping Conditions, Family Life, Rehabilitation, or Report Writing. (*Substitution: Experience in Education, Nursing, Recreation, Counseling, or working with groups of children may be substituted for education on the basis that one month of experience equals one semester unit.*) Courses related to handicapped children are preferred.

EDUCATION PROGRAMS ASSISTANT Perform administrative assignments, consultation and technical assistance for local, State, and Federal education programs; monitor program components, prepare reports and make recommendations for improving program effectiveness. Provide leadership in public education in California by developing standards, policies, programs, and procedures relating to the broad education programs and functions of the Department of Education. Assignments include the development of new educational programs; the refinement, modification, or elimination of existing educational programs; and the coordination, assessment, or reassessment of agency priorities.

Credential: Valid California teaching credential with specialization in elementary, secondary or community college teaching credential or life diploma of equivalent authorization. (*Substitution: Possession of an earned master's or doctorate may be substituted for a credential*)

Experience: *Either* Two years of teaching experience in elementary, secondary, or postsecondary education.; *Or* One year of administrative, educational program or policy development, or equivalent staff level experience in elementary, secondary, or postsecondary education which shall have developed in the applicant a comprehensive knowledge of and competence in education program planning, development, coordination, or implementation.

INSTRUCTIONAL COUNSELOR, SCHOOL FOR THE DEAF Direct and coordinate activity programs for students to ensure that their socialization and emotional adjustment needs are met and that activities reinforce principles presented in instructional programs. Counsel students individually and in groups and prepare

written assessments and evaluations recommending methods for improving students' personal and educational development.

Experience and Education: In a School for the Deaf, two years teaching or counseling children; *And* Two years of college with (1) at least three semester units each in Child Growth and Development, Recreation Techniques or Physical Education Methodology, Education Techniques, Counseling Techniques, Health Science and Hygiene and (2) an additional three semester units in any of the preceding subjects or in Psychology, Sociology, Behavioral Sciences, Handicapping Conditions, Family Life, Rehabilitation, or Report Writing. (*Substitution: Experience in Education, Nursing, Recreation, Counseling, or working with groups of children may be substituted for education on the basis that one month of experience equals one semester unit.*) Courses related to handicapped children are preferred.

LIBRARIAN *Either* (1) Perform difficult professional work in connection with selecting, cataloging, loaning, or the reference use of books and other library materials; have full responsibility for a smaller departmental or institutional library; *or* (2) Perform specialized professional library activities, such as systems analysis and research projects.

Education: Bachelor's degree from an accredited college and completion of graduate study in a library school.

LIBRARY TECHNICAL ASSISTANT I Perform such specialized subprofessional duties as precataloging, interlibrary loans, book acquisition and locating simple bibliographic information. Such work primarily requires a practical knowledge of library functions and services and an ability to apply standard library tools, methods, and procedures within well defined standards. Perform functions in such areas as book circulation, book acquisition, catalog classification, physical upkeep of library material, and book inventory.

Either Education: Associate degree in Library Science.

Or Experience: Two years of increasingly responsible subprofessional library experience, including work in book acquisition, cataloging, reference, and compilation of bibliographies.

Desirable: High school graduation or equivalent.

PRINCIPAL LIBRARIAN *Either* (1) Plan and direct the work of a major subdivision of the State Library; *Or* (2) Under the direction of a Chief of Library Services, advise and consult with State, local, and other librarians of the development and coordination of library programs and the solution of library problems.

Education: Bachelor's degree *And* Completion of graduate study in a Library School.

Experience: Five years of increasingly responsible and varied professional library experience, at least two years of

which shall have been comparable in responsibility to a Supervising Librarian in charge of a major section of a large library or a large independent branch library.

TEACHER (SEVERELY HANDICAPPED, DEVELOPMENTALLY DISABLED), STATE HOSPITALS Help residents of State hospitals prepare to become productive and contributing members of society. Give individual and group instruction and participate as members of an interdisciplinary treatment team.

Credential: Standard Credential with a specialization in Mentally Retarded, Restricted trainable mentally retarded, Specialist Instruction Credential (Severely Handicapped), or Standard Elementary or Standard Secondary Credential with minor in Mentally Retarded.

Personal: Must be willing to continue educational development, to work in a State Hospital or Developmental Center, to participate in group-oriented treatment programs; empathetic and objective understanding of institution students; teaching ability or potential for teaching; emotional stability; tact; patience.

TEACHER (LEARNING HANDICAPPED, MENTALLY DISABLED), STATE HOSPITALS Help residents of State hospitals prepare to become productive and contributing members of society. Give individual and group instruction and participate as members of an interdisciplinary treatment team.

Credential: Specialist Instruction (Learning Handicapped), General Special Secondary for Handicapped Children, or Educationally Handicapped.

Personal: Must be willing to continue educational development, to work in a State Hospital or Developmental Center, to participate in group-oriented treatment programs; empathetic and objective understanding of institution students; teaching ability or potential for teaching; emotional stability; tact; patience.

TEACHER (ELEMENTARY EDUCATION) (CORRECTIONAL FACILITY) Provide instruction in academic subjects to male and female adult inmates of the Department of Corrections and youth wards of the Department of the Youth Authority. Also maintain order and supervise the conduct and protect and maintain the safety of persons and property.

Credentials: Multiple Subject, Standard Elementary Credential, or General Elementary or General Secondary.

Personal: Must be willing to continue educational development, to participate in group-oriented treatment programs; empathetic and objective understanding of inmates or wards; teaching ability or potential for teaching; emotional stability; tact; patience; open-mindedness; and high moral standards.

Physical: Sufficient strength, agility, and endurance to perform during the physically, mentally, and emotionally stressful situations encountered on the job without compromising the health and well being of oneself, one's fellow employees, or the inmates or wards.

TEACHER (HIGH SCHOOL EDUCATION) (CORRECTIONAL FACILITY) Provide instruction in academic subjects to male and female adult inmates of the Department of Corrections and youth wards of the Department of the Youth Authority. Also maintain order and supervise the conduct and protect and maintain the safety of persons and property.

Credential: Single Subject Credential or Multiple Subject, Standard Secondary with a major or minor in an academic subject area, or General Secondary.

Personal: Must be willing to continue educational development, to participate in group-oriented treatment programs, to maintain empathetic and objective understanding of inmates or wards; teaching ability or potential for teaching; emotional stability; tact; patience; open-mindedness; and high moral standards.

Physical: Sufficient strength, agility, and endurance to perform during the physically, mentally, and emotionally stressful situations encountered on the job without compromising the health and well being of oneself, one's fellow employees, or the inmates or wards.

TEACHER (RECREATION & PHYSICAL EDUCATION) (CORRECTIONAL FACILITY) Provide instruction in recreation and physical education to male and female adult inmates of the Department of Corrections and youth wards of the Department of the Youth Authority. Also maintain order and supervise the conduct and protect and maintain the safety of persons and property.

Credential: Secondary or Elementary Credential with a major or minor in Recreation and Physical Education and a Special Education Credential.

Personal: Must be willing to continue educational development, to participate in group-oriented treatment programs, to maintain empathetic and objective understanding of inmates or wards; teaching ability or potential for teaching; emotional stability; tact; patience; open-mindedness; and high moral standards.

Physical: Sufficient strength, agility, and endurance to perform during the physically, mentally, and emotionally stressful situations encountered on the job without compromising the health and well being of oneself, one's fellow employees, or the inmates or wards.

ELECTRONIC INFORMATION SYSTEMS

ASSISTANT INFORMATION SYSTEMS ANALYST Under supervision, perform work of average difficulty in analytical studies for the support, development, installation, implementation, or procurement of electronic information processing systems, such as data processing systems, microcomputers, multifunction automated office systems, and teleprocessing networks and systems.

Education: Bachelor's degree with a minimum of 24 semester [36 quarter] units in Management Information Systems or Computer Science.

Desirable: Bachelor's degree in Management Information Systems or Computer Science.

Note: No examination Open to the Public is planned for the foreseeable future. If you wish to be hired in this class, take the "Staff Services Analyst (General)" examination.

ASSOCIATE INFORMATION SYSTEMS ANALYST Under general supervision, perform a variety of tasks in connection with the analysis, development, installation, implementation, procurement, or support of electronic information processing systems, multifunction automated office systems, microcomputers, and teleprocessing networks and systems; and act as project leader on electronic information processing system studies or participate with other analysts on electronic information processing systems studies of complex nature or broad scope.

Education and Experience: Bachelor's degree with a minimum of 24 semester [36 quarter] units in Management Information Systems or Computer Science *And Either* Three years of progressively responsible analytical experience above the trainee level performing a variety of electronic information systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with data processing systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks *Or* Eighteen months of such experience and 30 semester [45 quarter] units of graduate work in Management Information Systems or Computer Science courses.

Desirable: Bachelor's degree in Management Information Systems or Computer Science.

ASSOCIATE PROGRAMMER ANALYST (SPECIALIST) Develop methods of applying computer technology to the solution of problems; to develop and implement complex programs to achieve desired results; to act as leadperson or supervisor over technical personnel.

Experience: Three years of progressively responsible experience above the trainee level in Electronic Data Processing Systems study, design, and programming—at least one year of which shall have included responsibility on a project basis for analyzing operational methods and developing computer programs to meet desired results.

COMPUTER OPERATOR Operate the main computer console, multiple on-line teleprocessing systems, auxiliary consoles, and peripheral equipment on electronic information processing systems; perform technical analysis, and may supervise or act as leadperson.

Either: Successful completion of at least 60 semester [90 quarter] units at a recognized college or university, including 6 semester [9 quarter] units in Electronic Information Processing or a Physical Science.

Or: One year performing electronic information processing system duties similar to those described here.

Or: Successful completion of an electronic information processing systems operation or programming curriculum given by a resident school that includes the study of system control parameters and at least 200 hours of classroom instruction.

Personal: Willingness to work rotating shifts, holidays, odd shifts, and overtime including evenings, nights, and weekends.

INFORMATION SYSTEMS TECHNICIAN Trainee, journeyperson, and working leadperson levels. Initially, under close supervision, learn and perform a variety of the less complex technological duties supporting electronic information processing systems including data management, procedure writing, and writing job setup instructions; perform program librarian functions and other related duties as required in support of the systems analysis, programming, and machine operations effort of an electronic information processing system; conduct on-the-job training for system users; facilitate system utilization; communicate on a regular basis with system users; operate all components of the computer system and peripheral equipment (except mainframe consoles); request service on equipment as needed. As training progresses, under general supervision, perform variety of duties including assisting with classroom instruction for system users, preparing lesson guides and evaluating the users' progress, providing user support in methods of system use in producing work more effectively and efficiently, developing and maintaining data guidance procedures, setting up job streams and utility programs, preparing and coordinating processing schedules and changes, coordinating teleprocessing networks and systems, installing new and upgraded software on stand-alone microcomputers, acting as technical consultant and troubleshooter on stand-alone information systems.

Either: Successful completion of at least 60 semester [90 quarter] units at a recognized college or university, including 6 semester [9 quarter] units in Electronic Information Processing or a Physical Science.

Or: One year performing electronic information processing system duties similar to those described here.

Or: Successful completion of an electronic information processing systems operation or programming curriculum

given by a resident school that includes the study of system control parameters and at least 200 hours of classroom instruction.

Personal: Willingness to work unusual shifts, including evenings, nights, and weekends.

PROGRAMMER I Plan and develop programs to be processed by electronic information processing equipment. Under close supervision, perform systems analysis or systems programming (software) work. Receive on-the-job training for orientation to needs of organization and to further develop competency to perform a wide variety of routine programming and data processing tasks.

Either Education: Successful completion of 18 semester units or 378 hours of academic courses in Computer Science or Information Processing provided by either a college or university, a State agency, or a vocational institution--including at least 6 semester units or 162 hours of programming courses, including laboratory work.

Or Experience: One year of experience performing programming tasks. Experience performing programming duties while enrolled as a student at a recognized college may be applied toward meeting this requirement on the basis that 1000 hours equals six months. (*Programming experience as a hobbyist or for personal use is not qualifying.*)

Or Experience and Education: Six months of experience performing programming tasks using an acceptable programming language. Experience performing programming duties while enrolled as a student at a recognized college may be applied toward meeting this requirement on the basis that 1000 hours equals six months. AND Successful completion of 9 semester units or 216 hours of academic courses in Computer Science or Information Processing provided by a college or university, a State agency, or a vocational institution--including at least 6 semester units or 162 hours of programming courses, including laboratory work. (*Programming experience as a hobbyist or for personal use is not qualifying.*)

Personal: Willingness to do detailed work requiring a high degree of mental concentration.

PROGRAMMER II Plan and develop programs to be processed by electronic information processing equipment; under supervision, perform systems analysis or systems programming (software). This is the journey level.

Either Experience and Education: *Either (1)* Eighteen months of experience equivalent to that of a PROGRAMMER I in the California State Service *And* Bachelor's degree (*Substitution: Additional experience may be substituted for education on the basis that 6 months of experience equals one year of education.*); *Or (2)* Eighteen months of experience equivalent to that of a PROGRAMMER I in the California State Service *And* Associate degree including 18 semester units of Data Processing or Computer Science.

Or Education Only: Master's degree in Computer Science.

Or Apprenticeship: Successful completion of a recog-

nized programmer apprenticeship.

Personal: Willingness to do detailed work requiring a high degree of mental concentration.

SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL) Act as leader on systems software projects or work independently as a technical specialist on complex systems assignments. Analyze, design, code, implement, maintain, and evaluate computer software; this includes but is not limited to operating systems, control systems, proprietary software packages, telecommunications software, and data base management software. Act as technical advisor and consultant to other information systems personnel in solving system problems and achieving the best use of available hardware and resources; coordinate and ensure effective operations of complex multiple hardware and software configurations.

Education and Experience: Bachelor's degree (*Substitution: Additional experience may be substituted for up to two years of education year for year.*); *And* Five years of progressively responsible experience in electronic data processing systems study, design, and programming, at least two years of which shall have included responsibility for coding, designing, modifying, installing, evaluating, and maintaining computer software.

Departments Having the Largest Electronic Information Systems

- Consumer Affairs
- Controller
- Corrections
- Employment Development
- Finance
- Fish and Game
- Food and Agriculture
- Franchise Tax
- General Services
- Health and Welfare Agency Data Center
- Health Planning and Development
- Highway Patrol
- Justice
- Motor Vehicles
- Public Employees' Retirement
- Rehabilitation
- Teachers' Retirement
- Teale Data Center
- Transportation
- Veterans Affairs
- Water Resources
- Water Resources Control

ENGINEERING

AIR RESOURCES BOARD

Att: Engineering Recruiter
1234 U Street
Sacramento 95818
(916) 323-1158; Recording (800) 637-8910

Specialties: Chemical, Civil, Electrical, Environmental,
and Mechanical
Locations: Los Angeles, Sacramento

ENERGY RESOURCES CONSERVATION AND DEVELOPMENT COMMISSION

1516 - 9th Street
Sacramento 95814

Specialty: Engineering Geology
Location: Sacramento

HEALTH SERVICES, DEPT OF

Att: Training and Recruitment Office
714 P Street #892
Sacramento 95814
(916) 323-9984 and TDD (916) 324-1697

Specialties: Chemical, Civil, Environmental, Mech-
anical, Sanitary, Waste Management, Water Resources
Locations in TOXIC SUBSTANCES BRANCH:
Emeryville, Fresno, Los Angeles, Sacramento
Locations in PUBLIC WATER SUPPLY
BRANCH: Berkeley, Fresno, Los Angeles, Redding, Sacra-
mento, San Bernardino, San Diego, Santa Ana, Santa
Barbara, Santa Rosa, Stockton

HEALTH PLANNING & DEVELOPMENT, OFFICE OF STATEWIDE (OSHDP)

Att: Civil Rights Office
1600 - 9th Street, #435
Sacramento 95814

Specialties: Electrical, Mechanical, Structural
Locations: Los Angeles, Sacramento

PUBLIC UTILITIES COMMISSION

Att: Testing Office
505 Van Ness #3008
San Francisco 94102
(415) 557-2577

Specialties: All
Locations: Los Angeles, San Francisco

TRANSPORTATION, DEPT OF

Att: Office of Recruitment
1120 N Street #1218
Sacramento 95814
(916) 324-4816, 324-0497

Specialties: Civil, Electrical, Mechanical
Locations: Bishop, Eureka, Fresno, Los Angeles,
Marysville, Orange County, Redding, Sacramento, San
Bernardino, San Diego, San Francisco, San Luis Obispo,
Stockton

WATER RESOURCES, DEPT OF

Att: Recruitment Coordinator
1416 - 9th Street
Sacramento 95814
(916) 323-7939; Recording (916) 322-1166

Specialties: Civil, Electrical, Mechanical

WATER RESOURCES CONTROL BOARD

Att: Examination Coordinator
P.O. Box 100
Sacramento 95801
(916) 322-4142

Specialties: Agricultural, Chemical, Civil, Environ-
mental, Geotechnical, Sanitary
Locations: Fresno, Los Angeles, Oakland, Palm Desert,
Redding, Riverside, Sacramento, San Diego, San Luis
Obispo, Santa Rosa, South Lake Tahoe, Victorville

FISCAL and REGULATORY

ACCOUNTANT TRAINEE Entry class leading to *Accounting Officer*. *Accountant Trainees* perform the less difficult work while receiving training and learning specialized agency activities, departmental systems, and central fiscal control activities. *Accounting Officers* are responsible for maintaining accounting records for organizational units and may have budgetary and business management control; exercise central fiscal control activities; prepare, review, and analyze all types of accounts and records of financial transactions.

Education: *Either* Bachelor's degree with a major in Accounting; *Or* Completion of a prescribed professional curriculum given by a residence or a correspondence school of accountancy, including courses in Elementary and Advanced Accounting, Auditing, Cost Accounting, and Business Law; *Or* Completion of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution (including courses in Elementary and Advanced Accounting, Auditing, and Cost Accounting) plus 3 semester hours in Business Law for a total of 19 semester hours.

Personal: Ability to qualify for a fidelity bond.

ACCOUNTING ANALYST Most jobs are in a departmental headquarters accounting office or central fiscal control setting. In this developmental and first journey-level, you would learn and perform the less complex of these tasks: Analyze a variety of accounting data to assist in the application of financial data and information to management problems; provide estimates of expenditures, reimbursements, and revenues; advise management of forecasted expenditures relative to budgeted expenditures; forecast, determine, and manage necessary cash flow to support financial operations; identify significant trends and make comparisons to previous accounting periods; analyze and maintain accounting controls required by the State Controller's Office centralized control accounting system; evaluate and maintain internal controls; establish and maintain liaison with operating managers to ascertain their need for accounting data, to identify changes in the operating programs that affect the accounting operation, to identify ways of using accounting data for management purposes and encourage a greater use of accounting data, and to actively participate in policy- and other decision-making sessions; gather data and make studies on various problems arising in connection with financial administration; diagnose accounting and EDP-related system problems as they relate to the accomplishment of accounting objectives; develop a process to gather year-end accrual information and analyze year-end accruals to conform with a legal basis and Generally Accepted Accounting Principles (GAAP); design and install new or revised systems and procedures in the accounting office; analyze and propose legislation that requires modification of the accounting system.

Education: *Either* Bachelor's degree with specialization in Accounting; *Or* Successful completion of 45 semester (67.5 quarter) units from a collegiate-grade residence or correspondence institution, including 24 semester (36 quarter) units in Financial Accounting, Managerial Accounting, First-Semester Intermediate Accounting or Second-Semester Intermediate or Advanced Accounting, Fund or Governmental Accounting, Cost Accounting, Auditing, Business Law, and Computer Applications or Management Information Systems.

Personal: Ability to qualify for a fidelity bond.

Desirable: Additional courses in Statistics, Business Finance, Math, College Composition, Speech or Oral Communication, or Business Composition.

AUDITOR I Audit individuals, businesses, or government agencies subject to State taxation or regulations. Receive on-the-job training and perform increasingly challenging assignments as you progress.

Education: *Either* Bachelor's degree with a major in Accounting; *Or* Completion of a prescribed professional curriculum given by a residence or a correspondence school of accountancy, including courses in Elementary and Advanced Accounting, Auditing, Cost Accounting, and Business Law; *Or* Completion of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution (including courses in Elementary and Advanced Accounting, Auditing, and Cost Accounting) plus 3 semester hours in Business Law for a total of 19 semester hours.

Personal: Ability to qualify for a fidelity bond; willingness to travel and work away from headquarters.

BANK EXAMINER As a trainee in the Dept of Banking, perform the less difficult technical work in the examination of the financial condition of banks and trust companies; participate in the examination of, and the preparation of reports on, their financial condition; count and prove cash on hand and verify and appraise cash items in process of collection; check bank security holdings and examine security transactions; appraise data concerning value of bank premises, equipment, and real estate acquired by bank; check collateral and securities in safekeeping; verify and prove bank liabilities, including various kinds of deposits, loan commitments, and unearned discounts; prepare reconciliations of correspondent bank accounts; make test checks and audits and prepare schedules of earnings and expenses; trace public deposits; verify correctness of Earnings and Dividend Reports and Call Reports of Condition; analyze capital accounts; review bank's accounting methods and its system of internal audit and operating routines.

Education: *Either* Bachelor's degree preferably with major in Business Administration, Economics, Accounting, or a related field; *Or* Completion of a prescribed professional

curriculum given by a residence or a correspondence school of accountancy, including courses in Elementary and Advanced Accounting, Auditing, Cost Accounting, and Business Law; *Or* Completion of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution (including courses in Elementary and Advanced Accounting, Auditing, and Cost Accounting) plus 3 semester hours in Business Law for a total of 19 semester hours; *Or* Completion of the American Institute of Banking Standard Course.

Personal: Ability to qualify for a fidelity bond; willingness to travel and work away from headquarters.

BUSINESS TAXES REPRESENTATIVE At the Board of Equalization, learn the more routine phases of tax compliance, licensing, and administration of the laws, rules, and regulations; assist in collecting delinquent taxes, fees, and returns; participate in training to learn the work.

Either Education: Bachelor's degree including 6 semester units in Basic Accounting, 3 units of Business or Commercial Law, and 3 units in either Economics, Business Mathematics, or English.

Or Experience and Education: *One year in one or a combination of:* (1) Management activities, as owner or manager of a business, in the marketing, distribution, or sale of merchandise that requires broad public or customer contacts; *Or* (2) Activities as a credit manager, loan officer, or field collected with responsibilities involving the approval of loans or credit or the collection of delinquent accounts; *Or* (3) Tax compliance experience in a City, County, Federal, or State agency; *And* Two years of college including 6 semester units in Basic Accounting, 3 units of Business or Commercial Law, and 3 units in either Economics, Business Mathematics, or English. (*Substitution: Additional experience may be substituted for the general education year for year.*)

Personal: Ability to qualify for fidelity bond; willingness to work long and irregular hours and in various locations throughout California; keen observation, persistency, imagination, and tact; aptitude for collection work; willingness as a learner to do routine or detailed work and to demonstrate capacity for development.

DEPUTY COMMISSIONER I, DEPT OF REAL ESTATE Inspect offices, documents, records, licenses, and signs of real estate brokers for conformance with legal requirements; obtain written statements from principal witnesses and examines records of brokers, government agencies, escrow companies, and banks; develop and assemble evidence for presentation at formal hearings.

Either Education: Bachelor's degree--preferably in Real Estate, Law, or Public or Business Administration.

Or Education and Experience: Two years of college; *And* Two years of responsible experience in *one or a combination of* (1) Sale or exchange of farm, residential, and business properties; (2) Making arrangements for real estate loans or escrows in a bank or a realty, savings and

loan, escrow or title company; *or* (3) Independent field investigation work.

Personal: Ability to act independently with flexibility and tact. Some positions require willingness to travel.

DEPUTY REGISTRAR OF CONTRACTORS I Under close supervision and in accordance with established procedures, perform increasingly difficult research and investigation in connection with the review and enforcement of laws, regulations, and procedures administered by the Contractors' State License Board.

Either Education Only: Bachelor's degree, preferably with a major in Law Enforcement, Public or Business Administration, or a related field.

Or Education and Experience: Sixty semester [90 quarter] hours of college, preferably with an emphasis on Law Enforcement, Public or Business Administration, or a related field (*Substitution: Additional qualifying experience may be substituted for the required education year for year*); *And* Two years at the journeyman level in either or a combination of building construction trades or independent field investigation work.

Personal: Demonstrated ability to act independently with flexibility and tact; willingness to work odd and irregular hours; and good memory for names, faces, and incidents. Some positions require travel.

DISABILITY INSURANCE PROGRAM REPRESENTATIVE In the Employment Development Dept, examine and investigate all types of Disability Insurance claims. Schedule independent medical examinations; analyze all employment data, determine eligibility, and inform claimant; file Workers' Compensation liens; document all actions and decisions; follow up on claimant's status through duration of claim; respond to inquiries from claimants and the public.

Education: Bachelor's degree.

HOUSING & COMMUNITY DEVELOPMENT REPRESENTATIVE I-II Identify and assess housing needs; maintain, compile, and analyze data to evaluate housing trends, problems, proposed or existing housing programs; prepare housing plans or housing-needs plans; provide technical assistance to local jurisdictions in the development of housing, community, and economic development programs or policies; work with local agencies to ensure continuation of programs for affordable housing, community, and economic development; advise on financing resources for housing, community, and economic development; develop material and perform grantsmanship to aid in applying for and implementing such programs as site acquisition, new housing, rehabilitation, public works, economic development, and planning/technical assistance; assist in or decide on professional services such as architectural and engineering, site selection and acquisition; secure Federal and State financing; compile data on program operations; review and recommend disposition of applica-

tions for loans and grants and service-approved loans and grants; review housing elements and other planning documents for conformity with State law; develop compliance standards; review, analyze, and draft proposed legislation and regulations; examine housing issues for policy impact; make oral presentations and prepare written reports and correspondence; underwrite loans and grants; analyze, interpret, or draft procedures governing the use and allocation of loan and grant funds; prepare Requests For Proposals (RFPs) or alternate application procedures; evaluate project feasibility; provide technical assistance to loan and grant fund applications.

Personal: Willingness to travel throughout California.

HOUSING & COMMUNITY DEVELOPMENT REPRESENTATIVE I Developmental class working under close supervision.

Education: Bachelor's degree *Either* with a major in Rural or Urban Planning, Rural or Urban Affairs, Geography, or Community Development; *Or* with a major in Business or Public Administration, Economics, Finance, Government, Political Science, or Real Estate with 6 semester (9 quarter) units in Rural or Urban Administration, Rural or Urban Politics, Rural or Urban Economics, Land-Use Planning, Rural or Urban Affairs, or Geography (*Substitution: Full-time technical or professional experience in a housing-related field may be substituted for education year for year if you have 12 semester (18 quarter) units of college in one of the above majors*)

HOUSING & COMMUNITY DEVELOPMENT REPRESENTATIVE II Journey-level working under less supervision in a wider range of functions. May have lead responsibility over lower level professional staff or serve as a team leader.

Experience and Education: Three years of professional experience in one or a combination of the following: (1) In a line or policy-development capacity in a public agency or private firm engaged in urban renewal, neighborhood preservation, low-income housing programs, or market housing development—qualifying experience includes Property Management, Underwriting, Homeownership and Tenant Counseling, Economic or Statistical Research, Housing Policy Analysis, and Housing Law; (2) In a public or private housing, economic, or community development related organization, with finance, loan officer, or economic development experience in a capacity such as Mortgage Banker, Mortgage Loan Officer, or Economic Development Packager; (3) Extensive site acquisition and site development in a housing development operation in a capacity such as land agent; (4) Loan packaging with a governmental housing, economic, or business finance program; (5) As a member of the planning staff of a public agency, private firm, or nonprofit organization engaged in community or economic development planning including preparation of housing elements; (6) Packaging home or other development contracts utilizing private, State and

Federal financing as a staff member of a housing or economic development corporation, or other organization fulfilling a similar function generating new construction, housing rehabilitation development projects benefitting low- and moderate-income people. (*Substitution: Teaching Urban Planning or Community Development or a field may be substituted for up to two years of experience year for year.*); **And** Bachelor's degree (*Substitutions: [1] Additional experience may be substituted for education year for year. [2] Master's degree in Architecture, Rural or Urban Planning, Rural or Urban Land Economics, or a related Rural or Urban Studies field may be substituted for one year of experience.*)

INSURANCE EXAMINER In the Dept of Insurance, examine insurance companies to determine financial status and solvency and the legality and propriety of operations; analyze insurer's financial statements and actuarial statistics to determine financial conditions and propriety of reporting; analyze tax returns of insurance companies and determine if proper taxes have been paid.

Education: *Either* Bachelor's degree—preferably with a major in Business Administration, Economics, Insurance, Accounting, or a related field; *Or* Sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution including Elementary and Advanced Accounting, Auditing, and either Cost Accounting or Statistics plus 3 semester hours of Business Law.

Personal: Willingness to travel.

INSURANCE POLICY OFFICER Gather and evaluate facts from insureds, insurance companies and their agents or brokers, or other sources regarding disputes or inquiries between insured and insurance company and make recommendations; report and recommend action to supervisor in cases involving questionable policy or practices of insurance companies or their representatives; review insurance contracts, riders, applications, or other pertinent documents and advise policyholders of their rights and responsibilities.

Experience and Education: Eighteen months in insurance claims adjusting, insurance underwriting, fire or casualty sales or insurance consumer services in private industry or State service; and two years of college. (*Substitution: Additional qualifying experience may be substituted for education year for year*)

INSURANCE RATE ANALYST SERIES

INSURANCE RATE ANALYST Learn and perform the less difficult analyses, compilations, and summaries of insurance rates, classifications, and schedules of insurance companies, rating and advisory organizations, and other groups and associations engaged in insurance ratemaking activities.

Either Education: Bachelor's degree—preferably with major in Mathematics, Statistics, Insurance, Economics, or a related field.

Or Education and Experience: Sixteen semester units

of insurance or Actuarial courses given by a collegiate grade residence institution or the Insurance Institute of America, the American Institute of Property and Liability Insurance, the Casualty Actuary Society, or other organizations general accorded similar standing by the insurance industry; *And One year in either or a combination of:* (1) A responsible position in the preparation, analysis, and application or review of insurance rates and rate-making plans in a governmental agency exercising supervision over insurance rates or in a rating bureau or insurance organization establishing rates, *or* (2) A responsible position establishing or applying rates or rating plans in a fire or casualty insurance company.

Personal: Willingness to travel; tact; keen observation.

ASSOCIATE INSURANCE RATE ANALYST

Participate in the examination of rates, rating plans, and rating systems of insurance companies, rating organizations, and other groups engaged in rating activities; analyze such factors in insurance rate data as loss experience, judgment factors, and risks and classifications and evaluate their effect upon the rating structure; prepare reports as to the applicability of such factors and the considerations by which they affect insurance rates; participate in the investigation of complaints regarding rates; prepare reports on whether rates meet legal requirements; and dictate correspondence.

Experience and Education: Three years in either or a combination of (1) In a responsible position in the preparation, analysis, application, or review of insurance rates and rating plans in a governmental agency exercising supervision over insurance rates or in a rating or other insurance organization establishing rates *or* (2) In a responsible position in establishing or applying rates or rating plans in a fire or casualty insurance company with a premium volume exceeding \$1 million annually; *And* Bachelor's degree with specialization in Mathematics, Statistics, Insurance, Engineering, or Accounting. (*Substitution: Additional experience may be substituted for education year for year.*)

SENIOR INSURANCE RATE ANALYST Conduct examinations of the rating activities of rating organizations, advisory organizations, or insurance companies; direct a small staff in this work; review data on which rates are based; evaluate these data and analyze the formulae and rating plan or system used in formulation of rates; investigate complaints regarding insurance rates, such as expense provisions, risks, and judgment factors; prepare reports, including findings, conclusions, and recommendations; and dictate correspondence.

Experience and Education: Four years in *one or a combination of* (1) In a responsible position in preparing, analyzing, applying, or reviewing insurance rates and rating plans in a governmental agency exercising

supervision over insurance rates or in a rating or other insurance organization establishing rates; *or* (2) In a responsible position supervising establishment or application of rates or rating plans in a fire or casualty insurance company with a premium volume exceeding \$1 million annually; *or* (3) As a Rate Analyst or Casualty Actuary in general consulting practice; *And* Bachelor's degree with specialization in Mathematics, Statistics, Insurance, Engineering, or Accounting. (*Substitution: Additional experience may be substituted for the required education year for year.*)

PUBLIC UTILITIES REGULATORY ANALYST

I Under supervision, perform technical research and analysis in public utilities regulation; analyze, evaluate, and develop alternatives and make recommendations on a wide variety of issues surrounding public utility regulation in the areas of economics, finance, and policy; also provide testimony on the results of completed studies; consult with and advise Public Utilities Commission management, staff, and other interested parties. [Research is defined here as "The study and interpretation of theory, application of theory of public utility regulation, and qualitative or quantitative evaluation of the extent to which a theory correctly characterizes real situations."]

Education: Bachelor's degree with any major but with at least 24 semester units of upper division courses closely related to Economics, Finance, Public Policy, or Energy Policy.

TAX AUDITOR, BOARD OF EQUALIZATION

Under close supervision, either (1) Conduct the least to moderately difficult field audits, assist in the more difficult field audits, correspond with taxpayers, and answer tax-related questions; *or* (2) in a Headquarters unit, review field audit reports or petitions for redetermination and claims for refund and correspond and discuss the application of tax laws with taxpayers, attorneys, accountants, and District Office staff.

Education: *Either* Bachelor's degree with a specialization in Accounting; *Or* Completion of a prescribed professional Accounting curriculum given by a residence or correspondence school of accountancy, including courses in Elementary and Advanced Accounting, Auditing, Cost Accounting, and Business Law; *Or* Completion of 16 semester units of professional accounting courses given by a collegiate-grade residence institution (including courses in Elementary and Intermediate or Advanced Accounting, Auditing, and Cost Accounting) *plus* 3 semester units in Business Law for a total of 19 semester units.

Personal: Willingness to travel and work odd hours away from the office.

TAX COMPLIANCE REPRESENTATIVE Learn the more routine phases of tax compliance, registration, and administration of the laws, rules, and regulations; assist in collecting delinquent taxes, fees, returns, or MediCal

overpayments; participate in training to learn the work. Assist taxpayer in complying with personal, corporation, and employer tax laws and collects delinquent taxes.

Either Education: Bachelor's degree including at least one course each in Basic Accounting and Business or Commercial Law and one course in either Economics, Business Administration, or Public Administration.

Or Experience and Education: One year in *one or a combination of:* (1) Management activities, as owner or manager of a business, in the marketing, distribution, or sale of merchandise that requires broad public or customer contacts; (2) Activities as a credit manager, loan officer, or field collector with responsibilities involving the approval of loans or credit or the collection of delinquent accounts; or (3) Tax compliance experience in a governmental agency; **And** Two years of college including at least one course each in Basic Accounting and Business or Commercial Law. (Substitution: Additional experience may be substituted for the general education year for year.)

Personal: Ability to qualify for fidelity bond; willingness to work long and irregular hours and in various locations throughout California; keen observation, persistency, imagination, and tact; aptitude for collection work; willingness as a learner to do routine or detailed work and to demonstrate capacity for development.

Departments: Employment Development, Health Services

TAX REPRESENTATIVE, FRANCHISE TAX BOARD Learn all phases of tax compliance, law, rule and regulation administration; perform all aspects of compliance work; provide assistance to taxpayers to ensure compliance with tax laws; collect delinquent taxes; perform a variety of compliance and collection functions.

Either Education: Bachelor's degree including at least one course each in Basic Accounting and Business or Commercial Law and one course in either Economics, Business Administration, or Public Administration.

Or Experience and Education: One year of experience in *one or a combination of:* (1) Management activities, as owner or manager of a business, in the marketing, distribution, or sale of merchandise that requires broad public or customer contacts; **Or** (2) Activities as a credit manager, loan officer, or field collector with responsibilities involving the approval of loans or credit or the collection of delinquent accounts; **Or** (3) In a governmental agency, tax compliance experience comparable in responsibility to that of a Tax Technician, Franchise Tax Board; **And** Two years of college (60 semester hours or 90 quarter units) including at least one course each in Basic Accounting and Business or Commercial Law. (Substitution: Additional experience may be substituted for the general education year for year, but no substitution is permitted for the specific courses.)

Personal: Willingness to work long and irregular hours and in various locations throughout California; keen observation, persistency, imagination, and tact.

TAX TECHNICIAN, FRANCHISE TAX BOARD

Perform the less technical, paraprofessional tasks of tax law enforcement at the Franchise Tax Board. **COLLECTION PROGRAM:** For assigned collections, analyze less complex collection accounts to determine what action is appropriate and the type of action warranted; initiate action to secure and evaluate financial statements; recommend payment arrangement plans; issue assessments for missing years; initiate adjustments and abatements of existing liabilities; initiate collection actions such as orders to withhold, filing of liens, suspension of corporations, or referrals for field action; contact taxpayers to collect delinquent tax and/or enforce filing requirements; determine when accounts are uncollectible and recommend discharge. For unassigned or contract collections, communicate with taxpayers to resolve collection problems; handle liability disputes; explain the basis for the liabilities; initiate action to secure and evaluate financial statements, and recommend payment arrangement plans; issue assessments for missing years; recommend discharge from accountability; and follow up to assure final resolution. For Special Procedures, prepare, adjust, amend, or withdraw bankruptcy or probate claims and respond to contacts regarding objections to and rejection of bankruptcy claims. **AUDIT PROGRAM:** Perform desk audits of the less complex Personal Income Tax returns where either a report is received from the Internal Revenue Service or the audit consists of less complex issues; prepare appropriate adjustment notices based on audit findings; communicate by telephone and letter with taxpayers or their representatives to resolve issues developed by the audit; take appropriate action on timely or untimely protests of Notices of Proposed Assessment; and provide technical assistance to other technicians and to clerical support staff. **PROGRAM SUPPORT:** Perform equivalent technical, staff, or administrative specialties in support of the department's programs.

Either Education: Sixty semester [90 quarter] units of college with at least two courses in Basic Accounting or at least one course each in Basic Accounting and Business or Commercial Law.

Or Experience: Three years of increasingly responsible experience in a financial, commercial, or governmental establishment, at least one year of which shall include *one or a combination of* activities involving the (1) marketing, distribution, and sale of merchandise; (2) approval of loans; (3) collection on delinquent accounts.

Personal: Demonstrated capacity for assertiveness, firmness, and discretion in communications with the public while maintaining an image of courtesy, efficiency, and effectiveness.

HEALTH CARE IN AN INSTITUTIONAL SETTING

Correctional Facilities, Developmental Centers, Special Schools, State Hospitals

Not all classes are used by all departments or at all locations. A list of local Testing Offices follows. Contact them directly for information on exact requirements and testing schedules.

DENTISTRY

Dental Assistant
Dental Hygienist
Dental Laboratory Technician
Dentist

Nurse-Anesthetist
Nurse Instructor
Nurse Practitioner
Registered Nurse
Registered Nurse (Forensic Facility)
Surgical Nurse I-II
Psychiatric Technician
Psychiatric Technician (Forensic Facility)

DIETETICS

Clinical Dietitian
Dietetic Technician

SPECIAL THERAPEUTIC

MEDICINE

Chief Medical Officer, Correctional Facility
Chief Physician and Surgeon
Medical Resident (Various Specialties)
Pathologist
Physician and Surgeon
Staff Psychiatrist

Audiologist I-II
Brace Maker
Industrial Therapist
Music Therapist
Occupational Therapist
Occupational Therapy Assistant
Physical Therapist I-II
Recreation Therapist
Rehabilitation Therapist, State Hospital (Art)
Rehabilitation Therapist, State Hospital (Dance)
Rehabilitation Therapist, State Hospital (Music)
Rehabilitation Therapist, State Hospital (Occupational)
Rehabilitation Therapist, State Hospital (Recreation)
Respiratory Care Practitioner
Speech Pathologist I-II
Supportive Equipment Adapter
Supportive Equipment Adapter Trainee

MEDICAL SUBSIDIARY

Electroencephalographic Technician
Neuropathology Technologist
Optometrist
Pathology Assistant
Pharmacist I-II
Podiatrist
X-Ray Technician

REHABILITATION

NURSING SERVICE

Dispensary Attendant
Infection Control Specialist
Licensed Vocational Nurse
Medical Technical Assistant
Medical Technical Assistant (Correctional Facility)

Psychiatric Social Worker (Health Facility)
Psychologist, Health Facility (Clinical)
Psychologist, Health Facility (Counseling)
Psychologist, Health Facility (Educational)
Psychologist, Health Facility (Experimental)
Psychologist, Health Facility (Social)

Testing Offices

ALAMEDA COUNTY

California School for the Blind
California School for the Deaf
39350 Gallaudet Drive, Fremont, CA 94538
(415) 794-3666

AMADOR COUNTY

Mule Creek State Prison
P.O. Box 409099, Ione, CA 95640
(209) 274-4911, Ext. 7015

Preston School of Industry
[Dept of the Youth Authority]
201 Waterman Road, Ione, CA 95640
(209) 274-2421

DEL NORTE COUNTY

Pelican Bay State Prison
P.O. Box 942883, Crescent City, CA 94283-0001
(707) 465-1000

FRESNO COUNTY

Central Diagnostic School for Neurologically
Handicapped Children
1818 W. Ashlan Avenue, Fresno, CA 93705
(209) 222-6573

KERN COUNTY

California Correctional Institution
[Dept of Corrections]
P.O. Box 1031, Tehachapi, CA 93561
(805) 822-4402

California State Prison, Wasco
880 F Street, Wasco, CA 93280
(805) 758-8481

KINGS COUNTY

Avenal State Prison
P.O. Box 8, Avenal, CA 93204
(209) 386-0587

Corcoran State Prison
P.O. Box 8800, Corcoran, CA 93212-8309
(209) 992-8800

IMPERIAL COUNTY

Calipatria State Prison
P.O. Box 840, Calipatria, CA 92233
(619) 348-7000

LASSEN COUNTY

California Correctional Center, Susanville
[Dept of Corrections]
P.O. Box 832, Litchfield, CA 96117
(916) 257-2183

LOS ANGELES COUNTY

Fred C. Nelles School
[Dept of the Youth Authority]
11850 E. Whittier Blvd, Whittier, CA 90601
(213) 698-6781

Lanterman Developmental Center
3530 Pomona Blvd, Pomona, CA 91761
(714) 595-1221

Metropolitan State Hospital
11400 Norwalk Blvd, Norwalk, CA 90650
(213) 863-7011

Southern Diagnostic School for Neurologically
Handicapped Children
4339 E. State University Dr, Los Angeles, CA 90032
(213) 225-6187

Southern Reception Center/Clinic
[Dept of the Youth Authority]
13200 S. Bloomfield Ave, Norwalk, CA 90650
(213) 868-9979

MADERA COUNTY

Central California Women's Facility, Madera
County
P.O. Box 1501, Chowchilla, CA 93610
(209) 665-5531

MARIN COUNTY

San Quentin State Prison
San Quentin, CA 94964
(415) 454-1460

MONTEREY COUNTY

Correctional Training Facility
[Dept of Corrections]
P.O. Box 686, Soledad, CA 93960
(408) 675-2411

NAPA COUNTY

Napa State Hospital
Imola, CA 94558
(707) 253-5000

Veterans Home and Holderman Hospital
Yountville, CA 94599
(707) 944-4550

ORANGE COUNTY

Fairview Developmental Center
2501 Harbor Blvd, Costa Mesa, CA 92626
(714) 957-5000

RIVERSIDE COUNTY

California Rehabilitation Center
[Dept of Corrections]
P.O. Box 1841, Norco, CA 91760
(714) 689-4552

California School for the Deaf
3044 Horace St, Riverside, CA 92506
(714) 683-8140

Chuckawalla Valley State Prison
19025 Wiley's Well Road, Blythe, CA 92225
(619) 922-5111

SACRAMENTO COUNTY

Folsom State Prison
Box W, Represa, CA 95671
(916) 985-2561

Northern Reception Center/Clinic
[Dept of the Youth Authority]
3001 Ramona Avenue, Sacramento, CA 95826
(916) 452-1411

SAN BERNARDINO COUNTY

California Institution for Men
[Dept of Corrections]
P.O. Box 128, Chino, CA 91710
(714) 597-1821

California Institution for Women
[Dept of Corrections]
Route 1, Frontera, CA 91720
(714) 597-1771

Patton State Hospital
3105 E. Highland Avenue, Patton, CA 92369
(714) 862-8121

Youth Training School
[Dept of the Youth Authority]
P.O. Box 800, Ontario, CA 91761
(714) 597-1861

SAN DIEGO COUNTY

Richard J. Donovan Correctional Facility
P.O. Box 73200, San Ysidro, CA 92073-9200
(619) 690-6500

SAN FRANCISCO

Northern Diagnostic School for Neurologically Handicapped Children
Lake Merced & Winston, San Francisco, CA 94132
(415) 469-6217

SAN JOAQUIN COUNTY

Deuel Vocational Institution
[Dept of Corrections]
P.O. Box 400, Tracy, CA 95376
(209) 835-4141

Northern California Youth Center
[Dept of the Youth Authority]
P.O. Box 5000, Stockton, CA 95205
(209) 944-6178

Northern California Women's Facility
[Dept of Corrections]
P.O. Box 213006, Stockton, CA 95213-9006
(209) 943-1600

Northern Reception Center/Clinic
[Dept of the Youth Authority]
P.O. Box 5000, Stockton, CA 95205
(209) 944-6178

Stockton Developmental Center
510 E. Magnolia St, Stockton, CA 95202
(209) 948-7111

SAN LUIS OBISPO COUNTY

Atascadero State Hospital
Drawer A, Atascadero, CA 93422
(805) 461-2000

California Men's Colony
[Dept of Corrections]
Box AE, San Luis Obispo, CA 93409
(805) 543-2700

El Paso de Robles School
[Dept of the Youth Authority]
Drawer B, Paso Robles, CA 93446
(805) 238-4040

SANTA CLARA COUNTY

Agnews Developmental Center
3500 Zanker Road, San Jose, CA 95134-2299
(209) 432-8500

SOLANO COUNTY

California Medical Facility
[Dept of Corrections]
P.O. Box 2000, Vacaville, CA 95696
(707) 448-6841

California Medical Facility, South
[Dept of Corrections]
P.O. Box 4000, Vacaville, CA 95696-4000
(707) 448-6841

SONOMA COUNTY

Sonoma Developmental Center
Eldridge, CA 95431
(707) 938-6000

TULARE COUNTY

Porterville Developmental Center
P.O. Box 2000, Porterville, CA 93258
(209) 782-2222

TUOLUMNE COUNTY

Sierra Conservation Center
[Dept of Corrections]
P.O. Box 497, Jamestown, CA 95327
(209) 984-5291

VENTURA COUNTY

Camarillo State Hospital & Developmental Center
1878 S. Lewis Road, Camarillo, CA 93011-1350
(805) 482-2390

LABORATORY SCIENCES

AGRICULTURAL BIOLOGICAL TECHNICIAN

Prepare insect specimens for examination by entomologists; prepare plant and soil specimen material for examination by plant pathologists; record samples in log book; prepare culture media and biological stains; make microscopic slide mounts; prepare and stain tissues; assist in maintaining specimen collections; make and maintain cultures of biological organisms; conduct routine tests; clean, sterilize, assemble and set up laboratory apparatus; search literature and reference materials and prepare abstracts; work in the greenhouse or test plots and propagate plants for test from seed or cuttings or by grafts and maintain plants in good culture; prepare and maintain soil mixtures according to formula and sterilize soil, flats, pots and other containers; applies fungicides or insecticides to plants and fumigate greenhouse as needed; assist in inoculating and reading inoculated plants; operate and maintain tools and equipment used in greenhouse work including steam generator; steam autoclave, methyl bromide fumigation chamber, dry oven sterilizer and sprayer; keep temperature records.

Education: Two years of college including 12 units of introductory courses in a biological science.

AGRICULTURAL CHEMIST II Under general direction and assigned to a specific area, perform the more advanced, complex or nonstandardized analyses requiring independence of action; construct and maintain specialized laboratory equipment; develop and test new procedures for making chemical determinations in field and laboratory work. May also have lead responsibility over lower level employees. Or as a working supervisor over a small staff in either a regional or headquarters agricultural laboratory engaged in analytical chemical determinations. In either assignment, incumbents plan, organize, coordinate and direct the work of the laboratory; select and train staff; evaluate staff performance and take or recommend appropriate action.

Experience and Education: Three years of experience in chemical or biochemical analyses that must have included at least one year in analytical chemistry (*Substitution: One year of post graduate training in chemistry or a closely related field may be substituted for one year of the required nonspecialized experience.*); and Bachelor's degree with major work in Chemistry or Biochemistry.

Physical: Vision normal or corrected to normal.

CLINICAL LABORATORY TECHNOLOGIST

Make bacteriological analyses of specimens for suspected communicable diseases such as diphtheria, typhoid, tuberculosis, malaria, rabies, and syphilis; make chemical analyses of blood and urine; prepare culture media, stains, reagents, and stock solutions; make blood counts; set up, operate, clean, and care for laboratory equipment and apparatus; sterilize glassware, tubes, and instruments; make fecal examinations; collect gastric specimens; prepare

pathological tissue specimens; care for guinea pigs, mice, and other laboratory animals; keep records of test made.

License: Clinical Laboratory Technologist's license or a similar license or equal or higher level issued by the State Department of Health Services.

Personal: Keen observation.

Physical: Ability to distinguish colors; freedom from communicable diseases.

JUNIOR CHEMIST Make physical and chemical analyses to determine the identity and concentration of substances that may be constituents, adulterants, contaminants, or potentially hazardous chemicals; assist in the collection of field samples; assist in the development and testing of new laboratory and field apparatus and procedures; analyze data; prepare letters and write reports.

Education: Bachelor's degree with major work in Chemistry or Biochemistry.

Personal: Willingness to follow a prescribed procedure; keen observation.

Physical: Vision normal or corrected to normal.

LABORATORY ASSISTANT Perform assigned, varied, standardized, and nontechnical laboratory procedures in processing or preparing laboratory specimens, materials, and supplies and in operation of specialized mechanical laboratory equipment while receiving on-the-job training.

Either Experience: Six months in laboratory work similar to that described above.

Or Education: Completion of the eighth grade or equivalent.

LABORATORY TECHNICIAN (CRIMINALISTICS) Use chemical and physical means to conduct routine examinations of physical evidence such as serial number restoration, physiological fluid analysis, spectrography and X-ray analysis; testify in court, explaining procedures followed and results obtained; perform forensic photography; maintain files and accumulate data relative to the type of evidence examined; clean, lubricate, and make minor repairs on laboratory equipment such as gas chromatographic recorders, balances, photographic equipment, and microscopes; maintain inventory of laboratory supplies; assist Criminalists in test-firing guns and in crime scene reenactment; process film and maintain laboratory darkroom; mix chemical reagents; clean, repair, and fabricate glassware; write reports and correspondence.

Education and Experience: Two years of college including at least 20 semester hours in Physical Science laboratory courses such as Chemistry, Physics, Criminalistics, or Biology; *And* One year of experience in technical laboratory work. (*Substitution: Additional upper-division college work in a scientific field may be substituted for up to six months of experience on the basis that one year*

of college equals six months of experience.)

Personal: Keen observation; orderliness; willingness to travel.

Physical: Normal color vision.

PUBLIC HEALTH CHEMIST I Under general supervision, perform professional chemical analysis using pretested, standardized methods on a variety of substances in foods, drugs, cosmetics, biological specimens, household commodities, water, waste water, mobile and stationary source emissions, the atmosphere, or the industrial environment to determine specific components and conduct quality assurance testing; within the specific specialty of the laboratory, analyze samples for a specific identified or suspected organic and/or inorganic chemicals; using standardized methods with specific controls to demonstrate the degree of precision and accuracy; assist in developing or modifying methods; prepare reports.

Education: Master's degree in Chemistry or a closely related field.

Or Experience and Education: Two years of professional chemistry experience including one year in analytical chemistry (*Substitution: One year of postgraduate training in chemistry or a closely related field may be substituted for one year of experience.*); **and** Bachelor's degree with major work in Chemistry, Biochemistry, or a closely related field.

Physical: Vision normal or corrected to normal.

Dept: Health Services

STAFF TOXICOLOGIST (SPECIALIST)

Originate, design, and carry out toxicological studies and investigations; in a specific area of expertise, act as statewide expert on the toxicological properties of chemicals to advise on health and environmental problems; interpret and evaluate experimental study results in terms of toxicological properties and hazards; evaluate, advise, and consult on the adequacy of toxicological data submitted by other organizations; advise on precautionary labeling of hazardous chemicals and products; provide technical consultation in such areas as legislation, rule and regulation promulgation, and policy development; testify as an expert witness in hearings and court procedures; prepare reports and scientific papers for publication; may serve in lead capacity over other scientific and technical staff.

Experience and Education: Three years of postdoctoral experience in Toxicology or a closely related field, including experience interpreting toxicological findings relative to probable human-health or aquatic-life hazards and one year developing and designing toxicological research and investigative studies; **and** Doctorate in Toxicology, Biochemistry, Pharmacology, a closely related specialty.

LAW ENFORCEMENT, GENERAL

Applicants for these classes will be fingerprinted at time of hiring and may be subject to a thorough background investigation, a medical examination, drug testing, and psychological testing before hiring.

CRIMINAL IDENTIFICATION SPECIALIST I

Classify, search, and compare fingerprints; locate and identify missing, wanted, or deceased persons; register sex or narcotic offenders; license persons to carry concealed firearms or to possess tear gas; locate and identify stolen property.

Either Education: Two years of college.

Or Experience: Two years in a criminal justice agency performing duties comparable in level of responsibility to those of a Program Technician I (Criminal Records).

Personal: Retentive memory, keen observation, patience, good judgment, and accuracy.

Department: Justice

CRIMINAL JUSTICE SPECIALIST I Advise and assist State and regional task forces, local governments, and other organizations involved in planning and implementing programs for the prevention and control of crime in California; motivate and assist local governments and agencies in the development of innovative plans, studies, and programs; collect information and data; coordinate local studies and programs; analyze and make recommendations on proposals for grants of financial assistance; follow up on approved projects; represent agency staff at meetings of local government agencies and other organizations; may serve as staff expert on other State and Federal programs; participate in educational and informational programs.

Education and Experience: Bachelor's degree (*Substitution: Additional experience may be substituted for two years of college year for year.*); **And Either** In a police or correctional occupation, at the first-line supervisory level or above, one year performing staff work involving responsibility for research, planning, intelligence, manpower utilization, program development or review; or the coordination of two or more major programs; **Or** In other than a police or correctional occupation, at the journey person level, one year performing research or staff work involving responsibility for studies of the causes of and solutions to crime, or substantial participation in the development of programs for the prevention and control of crime-related behavior, or major program for social or public safety changes. [*Note: Line experience with primary emphasis on routine casework, custody, or patrol responsibilities is NOT qualifying.*]

Or State Bar and Experience or Education: Membership in the California State Bar supplemented by academic or work experience clearly indicating an interest in Criminal Justice; for example, undergraduate courses in Police or Correctional Science or work in a public or private agency dealing with public offenders.

Personal: Demonstrated ability to act independently, tact, open-mindedness, flexibility, adaptability; Willingness to

work irregular hours and travel extensively.

Department: Criminal Justice Planning

CRIMINALIST Training and subjourney level performing routine and less complex laboratory analyses and assist in the examination of crime scenes and the scientific investigation of crimes. The full range of duties are: Examine crime scenes for physical evidence. In complex cases, make all types of chemical analyses such as alcohol determinations, toxicological analyses of foods and body viscera and fluids; test for drugs and explosives and perform various microchemical tests; make difficult microscopic, chemical, and serological tests on blood and other physiological fluid stains; identify and compare hair, fibers, soil, paint, glass, building materials and other substances in forensic cases; make visual, microscopic, and other technical examinations and comparisons of tool marks, firearms and other weapons, bullets, cartridge cases, and ammunition; make casts; make and develop photographs and photomicrographs using black-and-white and color film; use complex measuring, recording, and testing instruments and devices; prepare evidence and exhibits and testify in court as expert witness; assist local law enforcement officers and prosecutors in analyzing and interpreting evidence; write reports and correspondence; give instruction in this field at peace-officer training schools; provide forensic research, application, advanced casework, methodology development, and training to State and local forensic scientists and law enforcement agencies.

Education: Bachelor's degree with major in a Physical Science including 8 semester hours of General Chemistry and 3 semester hours of Quantitative Analysis.

Personal: Tact, patience, and keen observation.

Physical: Vision normal or corrected to normal; normal color vision.

Department: Justice

DEPUTY COMMISSIONER, BOARD OF PRISON

TERMS Sit as a member of a panel conducting term-fixing, parole-consideration and -revocation hearings for felons committed to the State Department of Corrections and to make decisions in cases heard; review and schedule cases for hearings; review prisoner and parolee appeals regarding all Board of Prison Terms decisions and Department of Corrections decisions on good-time credits and the length and conditions of parole; review the length and appropriateness of prison sentences imposed by the courts.

Education and Experience: Bachelor's degree (*Substitution: Experience may be substituted for up to two years of education year for year.*) **And Either** (1) Three years of experience in Administrative or Criminal Law that included

the presentation of evidence and examination of witnesses before a quasi-judicial administrative body or trial court or in the conduct of quasi-judicial hearings as a Hearing Officer; *Or* (2) Three years of experience in an administrative position at the program-manager level in Mental Health, Social Work, or Law Enforcement or in County Probation with major responsibility for policy formulation or procedure development.

Personal: Demonstrated interest in adult offenders; demonstrated understanding of, and sympathy for, the aims and policies of the Board of Prison Terms and the Department of Corrections; willingness to travel throughout the state and to work long hours; tact, high moral standards, patience, and emotional stability.

FOOD & DRUG INVESTIGATOR I Receive classroom instruction and on-the-job training and, under direct supervision, perform routine inspections and investigations of enforcement of State laws and regulations governing food, drugs, medical devices, cosmetics, health fraud, product safety, hazardous substances, and food canning.

Education: Bachelor's degree with at least 30 semester hours in any one or a combination of Bacteriology, Biology, Chemistry, Food Technology, Pharmacology, Sanitation, Biomedical Engineering, Police Science, or other biological or chemical science.

Personal: Tact, emotional stability, patience, self-reliance, and ability to work independently; willingness to travel; aptitude for investigative and enforcement work; satisfactory record as a law-abiding citizen.

Physical: Normal color vision; ability to hear within the speech range with or without an aid.

Driver License: Any class of California license.

Department: Health Services

INVESTIGATOR I, FAIR POLITICAL PRACTICES COMMISSION Investigate suspected violations of laws, rules, and regulations pertaining to the Political Reform Act of 1974; investigate complaints filed with the Fair Political Practices Commission; examine a variety of legal records; interview parties involved in complaints or suspected violations; obtain, analyze, evaluate, and present facts, statements, affidavits, and other evidence to support administrative or legal action; appear as witness at administrative or legal proceedings; explain provisions of the Political Reform Act of 1974 and related statutes and regulations; cooperate with and secure the cooperation of Federal, State, and local law enforcement agencies; prepare correspondence, reports of investigations, and recommend action to be taken.

Experience: Three years of investigative experience in civil or criminal law enforcement in a governmental agency, at least one year of which must have involved complete responsibility for difficult and complex cases.

Personal: Willingness to travel throughout California and to work long and irregular hours.

Desirable: Knowledge of, or experience with, accounting, legal records, campaigns, elections, lobbyist activities, or

California State and local government. Four years of college-level course work in Police Science, Law Enforcement, or Criminology.

PAROLE AGENT I, YOUTH AUTHORITY

Either Supervise a caseload of wards on parole *Or* Interview and counsel wards in Youth Authority institutions and camps to collate and evaluate information and make recommendations necessary for the ward's rehabilitation; provide functional casework supervision to the treatment team staff in a living unit or camp.

Education and Experience: Bachelor's degree *And* One year of social casework, group guidance work, or community organization experience in one or a combination of: Parole or probation department, family or youth guidance agency, juvenile bureau of law enforcement agency, education/recreation agency, or youth correctional agency (*Substitution: Graduate work in Educational Guidance, Sociology, Psychology, Criminology, or in a recognized School of Social Work may be substituted for experience year for year.*)

Personal: Interest in and respect for the dignity of individuals; concern for youths and the rehabilitation of youthful offenders; awareness of the street environment; acceptance of the various racial, ethnic, and cultural differences; willingness to work with the broad social spectrum of society; willingness to travel and to work irregular hours; satisfactory record as a law-abiding citizen; tolerance, tact, maturity, integrity, reliability; neat personal appearance.

Physical: Good health, sound physical condition, strength, endurance, and agility; freedom from physical, mental, or emotional condition.

SECURITY GUARD Make rounds of inspection and report in by means of radio or other devices; see that doors and windows are properly shut and locked; prevent the admittance of unauthorized persons; investigate unusual conditions; turn out lights; prevent damage to State property and enforce various regulations; inspect electrical devices and plumbing, heating, and other equipment for proper adjustment; some positions may require climbing stairs in high-rise office buildings to inspect security conditions on rooftops or to raise and lower flags on rooftops.

Requirement: Ability to speak, read, and write English well enough to perform the job.

Personal: Willingness to work at night.

Physical: Normal hearing.

Departments: Cal Expo, Education, Food and Agriculture, General Services, Military, Motor Vehicles

LAW ENFORCEMENT, PEACE OFFICER

All applicants for peace officer will be fingerprinted and are subject to a thorough background investigation, a medical examination, drug testing, and psychological testing before hiring. If you have further questions, contact the State Medical Officer, State Personnel Board, PO Box 944201, Sacramento 94244-2010, (916) 445-7007.

Education: High school graduation or equivalent.

Citizenship: To take these examinations, you must be a U.S. citizen or a permanent resident alien who is eligible and has applied for citizenship. To be hired as a *State Traffic Officer Cadet*, you must be a citizen at that time. All other peace officers must obtain citizenship within three years.

Criminal Record: Persons convicted of a felony may not apply.

Illegal Drugs: The use of "hard drugs" such as heroin, cocaine, or hallucinogenics as an adult (age 18 and above) is disqualifying.

Vision: Normal color vision as assessed by the Farnsworth-Munsell D-15 test. Wearing an X-Chrom lens during testing is prohibited. If you have undergone eye surgery (including radial keratotomy), you will be required to submit, at your own expense, test data demonstrating visual stability.

ATTORNEY GENERAL INVESTIGATOR To conduct investigations of fraud against the Medi-Cal Program, investigate organized criminal activity by Medi-Cal providers and assist in the prosecution of cases; investigate charges of abuse or neglect of dependent adults who receive Medi-Cal benefits; confer with local, State, and Federal law enforcement officers and allied health agency officials on the conduct of investigations; confer with Deputy Attorneys General and District Attorneys in preparing cases for court; investigate the diversion of legally manufactured controlled substances for illicit use by doctors, pharmacists, or nurses; plan and coordinate Medicaid enforcement activity involving State, Federal, County, and local enforcement and regulatory personnel; make arrests; gather intelligence data; provide training and technical assistance to State and local enforcement and regulatory agencies in the latest criminal-fraud enforcement and investigation techniques. May work alone or in a group.

Either Education Only: Bachelor's degree with a major in Criminal Justice, Law Enforcement, or Criminology.

Or Experience and Education: Two years as a peace officer in an investigative assignment in a governmental agency *and* Two years of college (*Substitution: Additional qualifying experience may be substituted for education year for year*).

Personal: Willingness to work in various locations throughout California and at odd and irregular hours; keen observation; good memory for names, faces, places, and incidents; emotional stability; tact; willingness to associate with criminally inclined persons and environments; satisfactory record as a law-abiding citizen; valid California driver license; and the ability to work under stress and adverse conditions. Minimum age, 18 years.

Physical: Good health, emotional maturity and stability; sound physical condition; freedom from disabling defects; effective use of both hands; strength, endurance, and agility; hearing normal; vision normal or corrected to normal; weight proportional to age and height.

CORRECTIONAL COUNSELOR I Perform peace officer duties as required; assemble, organize, analyze, and record information necessary for class and parole planning for prison inmates; interview and counsel inmates and assist with their adjustment and development or modification of the inmate's program in a correctional setting; replace or assist custodial staff during emergencies; maintain order and supervise the conduct of inmates; during probationary period, you must successfully complete departmental training course in the laws of arrest, search and seizure, and use of firearms and chemical agents.

Education and Experience: Bachelor's degree; and In probation, parole, or correctional casework--one year collecting, evaluating, and interpreting social, behavioral, and vocational data for purposes of counseling and promoting individual adjustment. (*Substitution: Graduate work with academic specialization in Administration of Justice, Correctional Science, Criminal Justice, Corrections, Criminology, Sociology, Psychology, or other related Behavioral Science fields or in a recognized School of Social Work may be substituted for experience year for year. Applicants substituting education for the entire experience requirement must also have one year in supervised casework or correctional fieldwork during or supplemental to their graduate work.*)

Personal: Adaptability, emotional maturity and stability, tact, and patience; willingness to work irregular hours; satisfactory record as a law-abiding citizen; willingness to report for duty at any time emergencies arise.

Physical: Normal visual function; vision not less than 20/60 in each eye uncorrected and 20/20 corrected; hearing normal or corrected to normal; sound physical condition, strength, endurance, and agility.

Department: Corrections

CORRECTIONAL OFFICER Supervise inmates during meals and bathing, in housing units, and at recreation; escort inmates to and from activities; stand watch on an armed post and patrol grounds. Participate in programs to

prepare inmates for eventual release.

Education: High school graduation or equivalent.

Driver License: Any class of California license.

Personal: Emotional maturity and stability.

Physical: Sound physical condition; normal hearing; vision at least 20/60 in each eye uncorrected and 20/20 corrected.

Department: Corrections

FIRE FIGHTER, CORRECTIONAL INSTITUTION

Operate fire engines, auxiliary equipment and rescue equipment; inspect, maintain, and recharge fire extinguishers; conduct safety and fire inspections; inspect and test fire sprinklers, standpipe and fire alarm systems; conduct regular periodic fire drills; maintain written logs on all inspections; perform maintenance, training, and drills; issue citations for safety violations; write inspection reports and recommend how to correct deficiencies; investigate fires to determine causes and recommend preventive measures; train staff in fire and life safety; train fire fighters in all aspects of First Aid, fire prevention, fire suppression, rescue, and equipment operation and maintenance; supervise inmate fire fighters in daily routine and fire suppression and prevention; supervise inmates in general fire-station housekeeping and upkeep of the surrounding grounds; operate appropriate communication equipment; drive fire apparatus during off-grounds mutual-aid responses; maintain records and prepare reports regarding all fire prevention and suppression activities.

Experience and Education: One year in structural fire fighting *And* High school graduation or equivalent.

Personal: Emotional maturity and stability; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; courage; willingness to work at night and to report for duty whenever emergencies arise.

Physical: Normal visual function; visual acuity of not less than 20/100 in each eye uncorrected and corrected to not less than 20/30 in one eye; color vision sufficient to discriminate between electrical cable and pipe color-coding and to identify vehicle colors; uncorrected hearing adequacy within speech frequencies; normal use of both hands and both feet; physical strength and agility; weight in proportion to height.

Desirable: Experience supervising others; knowledge of correctional institution operations and philosophy; completion of college-level work in Fire Science.

Age: At least 21 years to be hired.

Departments: Corrections, Youth Authority

FISH & GAME WARDEN CADET Training level for duties described: Patrol a designated geographical area to enforce fish-and-wildlife conservation laws and regulations; investigate damage to crops by wildlife and advise land-owners on countermeasures; issue deer-kill permits; inspect commercial fishing operations, canneries, processors, and fish markets; collect and report information on the condition of fish and wildlife and their habitat; plan controlled hunts;

speak at meetings of sporting, civic, and other groups; promote and conduct hunter-safety training; investigate suspected pollution in inland and coastal waters; some assignments include SCUBA diving.

Education: Two years of college in the Biological Sciences, Police Science or Law Enforcement, Natural Resources Conservation, Ecology, or other related field.

Driver License: Class 3 California license.

Personal: Willingness to work unusual hours and on Saturdays, Sundays, and holidays; willingness to live and work throughout California; satisfactory record as a law-abiding citizen; neat personal appearance.

Physical: Sound physical condition; ability to swim at least 100 yards; strength, endurance, and agility; weight in proportion to height; normal hearing; vision at least 20/40 in each eye uncorrected and 20/20 in both eyes corrected; normal color vision.

Desirable: Ability to type at least 20 wpm; ability to make vehicle repairs when service unavailable.

GROUP SUPERVISOR Assist in maintaining total facility security and safety including the physical, mechanical, or chemical restraint of out-of-control wards; write incident reports; assist YOUTH COUNSELORS in providing supervision for feeding, personal care, and general activities.

Education: Two years of college.

Driver License: Any class of California license.

Personal: Willingness to work at night and to report for duty at any time emergencies arise.

Physical: Vision uncorrected not less than 20/70 in each eye and corrected to not less than 20/20 in one eye and 20/30 in the other; normal hearing.

Department: Youth Authority.

HOSPITAL PEACE OFFICER I Patrol and protect State hospital buildings and grounds to check for unauthorized movement, breaches of security, unsafe conditions; investigate such crimes as theft, drug possession and sale, assault, rape, arson; make arrests; testify in court; enforce vehicle speed and parking regulations; assist nursing personnel in controlling severely combative patients; provide crisis intervention services to patients regarding such incidents as fights, assaults on staff members, sexual misconduct, self-inflicted injuries, accidental injuries. *A Hospital Peace Officer I is a peace officer ONLY while on duty.*

Personal: Sympathetic understanding of problems of mental patients; objective and empathetic understanding of the elderly; tolerance for the infirm and disabled, tact, and emotional stability; ability to remain calm in emergencies; willingness to perform law enforcement functions without the use of firearms; willingness to work at night and to report for duty at any time emergencies arise.

Physical: Good health, sound physical condition, strength, endurance, and agility; normal hearing; normal visual function and vision 20/30 in each eye corrected or uncorrected; weight in normal proportion to height.

Departments: Developmental Services, Mental Health, Veterans Affairs

LOTTERY AGENT Conduct administrative, civil, and criminal investigations of violations of the California State Lottery Act and related violations and crimes; may direct and supervise uniformed security guards; investigate complaints and allegations of criminal conduct by distributors, suppliers, printers, contractors, retailers, and Lottery employees; ensure security of Instant Tickets at printing plant; conduct planned and unplanned on-site investigations; seize counterfeit and fraudulently obtained lottery tickets and documents; appear as expert witness in court; represent the Lottery before public and private groups to explain objectives, programs, and fiscal matters; conduct crime prevention surveys.

Experience and Education: Three years as a peace officer (as defined in California Penal Code Sections 830.1, 830.2, and 830.3 or a Federal law enforcement officer conducting criminal investigations in California) in an investigative assignment performing difficult and complex civil or criminal law enforcement work in fraud, forgery, gaming, counterfeiting, bribery, burglary, intelligence, homicide, or vice; and Two years of college including at least 12 units of Police Science or Criminal Justice course work (*Substitution: Additional experience may be substituted for education year for year.*)

Personal: Willingness to work odd and irregular hours in various locations throughout California; willingness to travel at any time; familiarity with computers and security hardware systems; expertise in facility or plant systems security; ability to work under stress and adverse conditions. *A person convicted of a felony or ANY gambling-related offense may not apply for any position with the California State Lottery.*

Restriction: State Lottery employees and their spouse, parents, brothers and sisters, and children are prohibited by law from playing the lottery.

Physical: Good health; sound physical condition; strength, endurance, and agility; emotional maturity and stability; vision normal or corrected to normal; adequate color vision; normal hearing.

PAROLE AGENT I, ADULT PAROLE Carry a caseload involving office and field work in the supervision and guidance of adult parolees from State correctional institutions.

Education and Experience: Bachelor's degree; *And Either (1)* One year collecting, evaluating, and interpreting social, behavioral, and vocational data for purposes of counseling and promoting individual adjustment and rehabilitation; for example, in Parole or Probation, Vocational Guidance or Rehabilitation, Medical or Psychiatric or Correctional casework, or Clinical Psychology (*Substitution: Graduate work in Sociology, Psychology, Criminology, or in a recognized School of Social Work may be substituted for experience year for year. Applicants substituting*

education for the entire experience requirement must have completed the equivalent of one academic year in an approved course in supervised casework or correctional field work during or supplemental to their graduate work.); Or (2) Two years either (A) Supervising inmates in an adult correctional institution, where duties included participating in treatment and rehabilitation programs, or (B) Investigating crimes or complaints in a law enforcement agency with duties that include interviewing concerned persons and writing reports on cases. [*Experience as a patrol or traffic officer is not qualifying*]

Personal: Genuine interest in and enthusiasm for the rehabilitation of parolees; ability to inspire the respect and confidence of adult parolees; willingness to travel and work irregular hours; tact and emotional stability.

SECURITY OFFICER I, DEPT OF JUSTICE

Maintain order and security at Dept of Justice facilities; prevent admittance to the premises by unauthorized persons; patrol facilities and adjoining grounds and investigate and resolve unauthorized movement, breaches of security, or unsafe conditions; work with appropriate law enforcement authorities to resolve security problems; appear in court as required; write reports; as necessary, work with departmental management, State Police and local law enforcement; administer First Aid and CPR; examine credentials and badges of employees and visitors; issue visitor badges and maintain logs; enforce facility parking regulations. Administer Lost-and-Found programs; use and maintain assigned equipment such as tear gas, body armor, and firearms. *A Security Officer I, Dept of Justice, is a peace officer ONLY while on duty.*

Education and Experience: High school graduation or equivalent; and One year as a building guard, watchperson, or a police officer or performing security-related duties in any branch of the armed services.

Personal: Willingness to work at night and overtime, to report for duty at any time emergencies arise; firmness and tact; alertness; neat personal appearance.

Physical: Good health, sound physical condition; strength, endurance, agility; normal hearing; normal vision function and visual acuity of not less than 20/70 in each eye uncorrected and 20/30 in each eye corrected; color vision adequate to perform the job; body weight in normal proportion to height.

Age: At least 18 years when hired.

SPECIAL AGENT, DEPT OF JUSTICE Conduct and supervise the most complex and sensitive civil, criminal, and narcotic investigations and enforcement activities; may be assigned to provide technical assistance and training to local and State law enforcement officers.

Education: Two years of college including 12 semester units in Police Science or Criminal Justice.

Personal: Willingness to work throughout California and at unusual hours; keen observation; good memory for names, faces, places, and incidents; willingness to associate

with criminally inclined persons and environments; satisfactory record as a law-abiding citizen.

Driver License: Any class of California license.

Physical: Sound physical condition; freedom from any physical, mental, or emotional condition that could interfere with the full performance of the essential duties of the position; effective use of both hands. Emotional stability; normal hearing; vision normal or corrected to 20/20.

SPECIAL INVESTIGATOR I Investigate suspected violations of laws, rules or regulations; locate and interview accused persons and witnesses and evaluate their testimony; make arrests; investigate the character of applicants for specialized licenses or permits and investigate suspected misuse of license or permit privileges; arrange for appearance of witnesses in legal or administrative actions; serve legal papers; appear as a witness; cooperate with and secure cooperation of other law enforcement agencies; prepare correspondence and reports of investigations and recommend action. *Not all Special Investigator I positions are designated as peace officer.*

Either Education Only: Bachelor's degree in Criminal Justice, Law Enforcement, or Criminology with *Either* a major OR a minor that included an internship and courses in criminal justice, criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

Or Education and Experience: Two years of college with a major in Police science, Law Enforcement, or Criminology AND Two years as a police officer or deputy sheriff performing preliminary investigative work.

Or Experience Only: One year as a police detective or as an investigator performing comparable investigative work in a public or private agency or in the armed services.

Departments: Consumer Affairs, Employment Development, Food and Agriculture, Health Services, Horse Racing, Industrial Relations, Insurance, Motor Vehicles, Public Employees' Retirement, Secretary of State, Social Services, Student Aid, Transportation.

STATE FIRE MARSHAL TRAINEE Entry and development class for advancement to *Deputy State Fire Marshal, Arson & Bomb Investigator, and Fire Service Training Specialist*. Under close supervision, learn either (1) fire behavior, building construction, and fire prevention, (2) fire scene and criminal investigation, or (3) fire training methods; attend assigned instructional courses.

Either Experience and Education: One year in any field leading to knowledge of fire suppression and prevention, public safety, law enforcement, regulatory compliance, public education or training, or building trades; and Successful completion of two of the following courses (6 semester or 9 quarter units): Introduction to Fire Technology, Fundamentals of Fire Prevention, Fundamentals of Fire Protection, Fundamentals of Fire Behavior and Control, Fire Equipment and Systems, Fire Investigation, Introduction to Law Enforcement, Introduction to Criminal Investigation.

Or Education Only: Associate degree in Fire Technol-

ogy or Administration of Justice.

Personal: Willingness to work throughout the State and to work evenings, Saturdays, Sundays, and holidays; emotional and psychological stability; good driving record.

Physical: Physical fitness.

Driver License: Any class of California license.

Desirable: Demonstrated interest in and involvement with the Fire Service or Law Enforcement communities.

STATE PARK CADET (LIFEGUARD) This is the entry and trainee class for persons preparing for a career as a Lifeguard with the Dept of Parks and Recreation. The 20-week course at the Academy consists of Interpretive and Resource Management, Visitor Services, Basic Peace Officer Training leading to a Peace Officer Standards and Training (POST) Certificate; free room and board is provided on campus at Asilomar in Monterey County, but Cadets may live elsewhere at their own expense. At a State ocean or inland beach, underwater park, or recreation area: Lifeguards detect and rescue persons or vessels in distress; take command in emergencies; perform first-aid and resuscitation; notify headquarters of accidents and rescues; operate, inspect, and perform maintenance on emergency rescue equipment, vehicles, and vessels; remove hazards; assist the public and advise visitors of the rules and regulations; enforce laws and issue written warnings and citations; make arrests; prepare crime and other reports; help train personnel in all phases of lifesaving activities, enforcement of rules and regulations, and operation and maintenance of emergency equipment; act as leadperson to seasonal employees; assist in planning work schedules and assignments; may verify seasonal work and pay records; assist in planning, directing, and reviewing an aquatic safety program; operate switchboard and radiotelephone; may perform cliff rescues and underwater diving for search and recovery.

Certificates: Red Cross Advanced First-Aid Certificate and Cardiopulmonary Resuscitation Certificate issued by either the Red Cross or the American Heart Association. *(Substitution: An approved Department of Health Emergency Medical Technician Certificate may be substituted for both required certificates.)*

Driver License: Class 3 California license.

Education: High school graduation or equivalent.

Physical: Physical strength, endurance, and agility necessary to perform lifesaving activities; visual acuity at least 20/100 in each eye uncorrected and 20/30 in each eye corrected; normal hearing and functional color vision.

Desirable: Red Cross First-Aid Instructor's Certificate and Red Cross or American Heart Association CPR Instructor's Certificate.

STATE PARK CADET (RANGER) Entry and training class for persons preparing for a career as a State Park Ranger. The 20-week course at the Academy consists of Interpretive and Resource Management, Visitor Services, Basic Peace Officer Training leading to a Peace Officer Standards and Training (POST) Certificate; free room and board is provided on the campus at Asilomar in Monterey

County, but Cadets may live elsewhere at their own expense. A State Park Ranger-I is involved in visitor-services functions primarily in the field in State parks, historical areas, recreational areas, beaches, wayside campgrounds, underwater parks, and Off-Highway Motor Vehicle Recreation Areas; duties involve the operation, interpretation, resource management, patrol, safety and law enforcement, assisting with program management; may supervise or lead seasonal and lower level permanent staff; may handle dogs and horses and operate vehicles such as cars, trucks, motorcycles, and bicycles.

Education: Two years of college (60 semester or 90 quarter units).

Driver License: Any class of California license.

Personal: Willingness to wear the prescribed uniform and conform to departmental personal appearance standards; willingness to work Saturdays, Sundays, and holidays and at odd or irregular hours; willingness to perform law enforcement duties; satisfactory record as a law-abiding citizen.

Physical: Strength, endurance, and agility; physically sound; mentally alert; normal hearing; normal visual function and vision not less than 20/100 in each eye uncorrected and 20/30 corrected; functional color vision; ability to swim well enough for self-preservation and to direct aquatic and lifesaving operations.

Desirable: Bachelor of Arts in a subject related to Park Administration, Natural Sciences, Social Sciences, Law Enforcement, or Business; paid or volunteer experience in law enforcement or in visitor services in a park, forest, or recreational or historical area.

STATE POLICE OFFICER CADET Entry and training class for State Police Officer (following).

Education: High school graduation or equivalent.

Personal: Willingness to work all hours of the day or at night and to report for duty at any time in emergencies; satisfactory record as a law abiding citizen. Keen observation; firmness and tact; good memory for names, places, faces, incidents, and license numbers.

Physical: Good health, sound physical condition, strength, endurance, and agility; normal hearing; normal visual function and vision not less than 20/70 in each eye uncorrected and 20/30 in each eye corrected; normal color vision; body weight in normal proportion to height.

Age: At least 18 years when hired.

Department: General Services

STATE POLICE OFFICER Work in one of three settings: (1) In a line enforcement assignment, patrol State property in a marked police emergency vehicle and on foot under a variety of environmental and climatic conditions; enforce general laws, regulations, and court rulings; maintain order; make arrests; serve search and arrest warrants; investigate and prepare written reports on law violations, thefts, accidents, bomb threats, property damage, fires, and similar matters; provide for investigation, safe removal and disposal of destructive devices; appear in court;

act as court bailiff for Supreme and Appellate Courts; take charge of emergencies or accidents; control crowds; direct and control traffic; enforce parking regulations; issue traffic citations; direct and give information to the public; administer First-Aid and CPR; (2) In a staff capacity, perform special studies; develop law enforcement and police protection plans for State officers, employees, and properties; develop and administer training programs for crime prevention, employee protection, First-Aid, and CPR; develop and administer inspection programs for crime prevention and employee safety. In the Executive Protection Bureau, conduct complete investigations relating to the protection of the Governor and other constitutional officers and legislators; perform special studies and intelligence-gathering activities; perform difficult police protection assignments; coordinate the protection of the Governor with other police agencies upon the Governor's departure from California; provide for the protection of visiting high-ranking officials from the federal government, other States, and other counties; analyze threats and potential threats and make recommendations to minimize risk; perform background investigations on candidates for appointment to sensitive State positions.

Requirement: Within the last three years, *Either* Served as a peace officer in California; *or* Been certified or recertified in the POST Basic Course; *or* Successfully completed the POST Basic Course waiver process through reexamination.

Driver License: Any class of California license.

Personal: Willingness to work all hours of the day or at night and to report for duty at any time in emergencies; satisfactory record as a law abiding citizen; keen observation; firmness and tact; good memory for names, places, faces, incidents, and license numbers.

Physical: Good health, sound physical condition, strength, endurance, and agility; normal hearing; normal visual function and vision not less than 20/70 in each eye uncorrected and 20/30 in each eye corrected; normal color vision; body weight in normal proportion to height.

STATE TRAFFIC OFFICER CADET Class for trainees preparing for a career with the California Highway Patrol; cadets must live on campus at the Academy near Sacramento; men for 20 weeks; women for 21 weeks, with the additional week emphasizing physical conditioning. State Traffic Officers may patrol the highways in an automobile or on a motorcycle or may be assigned a fixed-post duty; interpret and apply the provisions of the Vehicle Code and other complex laws, regulations, and court rulings; operate a motor vehicle alone over extended hours while on patrol in all parts of the State under a variety of climatic, environmental, and traffic conditions, including pursuit driving under potentially hazardous circumstances; remove obstacles to the smooth flow of traffic; stop motorists for unsafe or illegal traffic actions or for vehicle equipment violations; issue all types of enforcement documents, including citations; make a variety of in-custody arrest; physically

subdue combative and belligerent persons, including armed felons; render general assistance to the motoring public; administer field sobriety tests; take charge at accident scenes or other emergencies; investigate traffic accidents; administer First-Aid; lift and carry accident victims or prisoners in varying terrain; assist in activities such as traffic-safety education programs and commercial vehicle inspections; testify in court; maintain orderly control of crowds; prepare reports; perform staff work; conduct training.

Citizenship: U.S. citizen when hired.

Education: High school graduation or equivalent.

Age: 20 to 31 years old to take examination; cannot be hired until age 21; this is the only State civil service class with a maximum age limit for entry.

Driver License: Any class of California license.

Physical: Good health, sound physical condition, freedom from any physical, mental, or emotional condition that would interfere with the full performance of the essential duties; effective use of both hands; strength, endurance, and agility; normal hearing, normal visual function and visual acuity in each eye not less than 20/40 uncorrected and 20/20 corrected; normal color vision; height not more than 6'6"; weight proportional to age and height.

Desirable: Education beyond the 12th grade. Second-language fluency in addition to English.

Pilots' Additional Requirements: To become a CHP pilot, you must meet the general qualifications and complete the requirements including the Academy training and two years of experience as a State Traffic Officer. You must also possess an FAA Commercial Pilot's Certificate, Airplane or Rotorcraft Helicopter, with instrument rating and current Class II medical certificate and must verify at least 500 hours pilot-in-command time (airplane or rotorcraft as appropriate).

YOUTH COUNSELOR In a Dept of the Youth Authority institution, clinic, conservation camp, or field operation--counsel and supervise a group of wards; maintain custody and necessary discipline; analyze, organize, and record case-work information necessary for treatment and parole planning.

Either Education: Bachelor's degree.

Or Education and Experience: Two years of college; **And** One year of paid or volunteer experience working with youth in one or a combination of the following: Parole or probation department; Family, children, or youth guidance center; Juvenile bureau of law enforcement; or Education or recreation agency.

Personal: Emotional maturity and stability; sympathetic and objective understanding of the problems of youths in custody.

Physical: Vision at least 20/200 in each eye uncorrected and 20/30 in each eye corrected; normal hearing.

LEGAL

Paralegal

LEGAL ANALYST Under the general supervision of an attorney who shall accept full responsibility for the tasks performed, investigate and analyze facts and documents in connection with civil litigation; assist in criminal trial preparation by coordinating witnesses and processing subpoenas; coordinate with local law enforcement and judicial entities relative to ministerial problems; draft interrogatories and responses to interrogatories; interview witnesses, complainants, and defendants; draft roughs of pleadings, complaints, and motions; assist in preparing witness books and exhibit books; conduct historical research; assist in administrative proceedings; prepare responses to routine procedural inquiries; prepare legislative histories and follow-ups on legislative and regulatory files.

Experience and Education: Two years performing paralegal duties in a private law firm, corporate law office, or governmental legal agency; *And Either* 12 semester units in a Legal or Paralegal curriculum *Or* Bachelor's degree.

Departments: Employment Development, Franchise Tax, Health Services, Insurance, Justice, Public Employment Relations, Real Estate, Social Services, Transportation

Legal

These are entry- and journey-level classes and require only Membership in the California State Bar. At time of hiring, applicants with experience may negotiate salary,

DEPUTY ATTORNEY GENERAL Perform a wide variety of legal work concerned with representing the State, most of its officers, departments, boards, commissions, and other such bodies before the State and Federal courts and administrative bodies and act as legal counsel for such agencies and officials; assist or displace local District Attorneys in unusual situations; prepare pleadings and other legal materials for trials, hearings, and other legal proceedings; present criminal and civil cases at trial; draft and analyze legislative measures and regulations; give legal advice to Grand Juries, District Attorneys, County Counsels, officials, and representatives of public agencies on legal problems; perform legal research; write opinions.

DEPUTY ATTORNEY, CALTRANS Perform a wide variety of legal work concerned with the preparation and trial of cases arising in connection with the work of the Department; prepare and present briefs in the appellate courts; draft and analyze proposed legislation and represent CalTrans before legislative committees; perform legal research; prepare and approve contract specifications, construction contracts, and conveyances; prepare legal opinions and confers with CalTrans officers; confer with

property owners and their attorneys and negotiate settlements on legal problems; draft and analyze rules and regulations.

DEPUTY STATE PUBLIC DEFENDER Represent indigent clients and others entitled to public representation before State and Federal courts and administrative bodies; act as legal counsel for such clients in such matters as Appeal, petition for hearing or rehearing, petition for certiorari, or petition for executive clemency; petition for extraordinary writ or action for injunctive or declaratory relief relating to a final judgment of conviction or wardship or the punishment or treatment imposed thereunder; and proceeding of any nature after a judgment of death has been rendered.

FAIR POLITICAL PRACTICES COMMISSION COUNSEL Draft rules and regulations; draft legal opinions relative to lobbying activities, campaign practices, and holding political office; draft opinions concerning penalties, prosecution, and immunity therefrom; represent the Commission in appeals from its actions and in other judicial and administrative proceedings; research and develop concepts for model conflict-of-interest codes and lend technical assistance to State and local governmental agencies; provide advice and opinions to the Commission and the public regarding interpretation of the Political Reform Act; appear before the Commission, legislative committees, agencies of the State, and interested groups concerning Commission affairs; analyze and draft legislation on political reform; present legal and policy matters to the Commission; serve in a lead capacity over other attorneys or other technical and clerical staff; review the legal sufficiency of all court records, briefs, stipulations, decrees, and other litigation documents on behalf of the General Counsel; advise the General Counsel on policy and appellate matters and precedential decisions.

LEGAL COUNSEL Study, interpret, and apply laws, court decisions and other legal authorities; prepare or assist in preparing cases, opinions, briefs, and other legal documents such as memoranda, digests, summaries and reports; assist in preparing, or be responsible for preparing, cases that may result in litigation before boards, commissions, hearing officers, administrative law judges, or trial or appellate courts; assemble and evaluate evidence; secure and interview witnesses; assist in and hold hearings; conduct special investigations involved in the enforcement of state laws and departmental rules and regulations; perform a wide variety of legal research; provide advice or opinions to departmental management or members of the public on legal issues arising out of your department's programs and of the legal effect of rules, regulations, proposed legislation, statutory law, court decisions and administrative actions; develop proposed legislation; testify before legislative committees; conduct negotiations.

STAFF COUNSEL Study, interpret, and apply laws, court decisions and other legal authorities; prepare or assist in preparing cases, opinions, briefs, and other legal documents such as memoranda, digests, summaries and reports; prepare, or assist in preparing, cases that may result in litigation before boards, commissions, hearing officers, administrative law judges, or trial or appellate courts; assemble and evaluate evidence; secure and interview witnesses; assist in and hold hearings; conduct special investigations involved in the enforcement of state laws and departmental rules and regulations; perform a wide variety of legal research; provide advice or opinions to departmental management or members of the public on legal issues arising out of your department's programs and of the legal effect of rules, regulations, proposed legislation, statutory law, court decisions and administrative actions; develop proposed legislation; testify before legislative committees; conduct negotiations.

Hearing Officers

ADMINISTRATIVE LAW JUDGE, UNEMPLOYMENT INSURANCE APPEALS BOARD Under direction, conduct quasijudicial hearings and make decisions on appeals or petitions for which provision is made in the Unemployment Insurance Code; or research and prepare decisions for consideration of the Board.

Membership: Any State Bar.

Experience: Within the last 10 years in the practice of law, 5 years of extensive experience either presenting evidence and examining witnesses before a trial court or quasijudicial body or as a member or hearing officer of a quasijudicial body.

DEPUTY COMMISSIONER, BOARD OF PRISON TERMS Sit as a member of a panel conducting term-fixing, parole-consideration and -revocation hearings for felons committed to the State Department of Corrections and to make decisions in cases heard; review and schedule cases for hearings; review prisoner and parolee appeals regarding all Board of Prison Terms decisions and Department of Corrections decisions on good-time credits and the length and conditions of parole; review the length and appropriateness of prison sentences imposed by the courts.

Education and Experience: Bachelor's degree (*Substitution: Qualifying experience may be substituted for up to two years of education year for year.*) And *Either (1)* Three years of experience in Administrative or Criminal Law that included the presentation of evidence and examination of witnesses before a quasi-judicial administrative body or trial court or in the conduct of quasi-judicial hearings as a Hearing Officer; *Or (2)* Three years of experience in an administrative position at the program-manager level in Mental Health, Social Work, or Law Enforcement or in County Probation with major responsibility for policy formulation or procedure development.

Personal: Demonstrated interest in adult offenders; demonstrated understanding of, and sympathy for, the aims and

policies of the Board of Prison Terms and the Department of Corrections; willingness to travel throughout the state and to work long hours; tact, high moral standards, patience, and emotional stability.

WORKERS' COMPENSATION JUDGE Under general direction of the Workers' Compensation Appeals Board, as presiding officer in judicial proceedings, instruct parties and witnesses, as occasion arises, about their rights; administer oaths to and questions witnesses; rules on the admissibility of oral and documentary evidence; prepare a memorandum containing a digest of the testimony produced with a discussion of the evidence under the issues framed and Findings of Fact and the conclusions of law in support of the decision in each case; advise members of the public of their rights under the California Labor Code and assist them to interpret provisions pertaining to workers' compensation insurance and safety; prepare digests of decisions for the published reports of Commission cases; do legal research.

Membership: State Bar of California (Active or inactive)

Experience: *Either* Five years in the active practice of law in litigation before a trial court or quasi-judicial body involving the interests of adverse parties; *Or* Three years as presiding officer in a judicial or quasijudicial body or as a member of a court conducting judicial proceedings or an administrative body conducting quasijudicial proceedings; *Or* Three years as a hearing officer.

Personal: Willingness to travel; impartiality; judicial temperament; clear enunciation; normal hearing.

Departments Testing for LEGAL COUNSEL or STAFF COUNSEL

Administrative Law, Aging, Agricultural Labor Relations, Air Resources, Alcoholic Beverage Control, Banking, Coastal Commission, Coastal Conservancy, Commerce, Community Colleges, Consumer Affairs, Controller, Corporations, Corrections, Developmental Services, Education, Employment Development, Energy, Equalization, Food and Agriculture, Forestry and Fire Protection, Franchise Tax, General Services, Health Planning and Development, Housing and Community Development, Housing Finance Agency, Insurance, Lottery, Mental Health, Motor Vehicles, Parks and Recreation, Prison Terms, Public Employees' Retirement, Rehabilitation, S.F. Bay Conservation and Development, Savings and Loan, Secretary of State, Social Services, State Compensation Insurance, State Lands, Tahoe Conservancy, Teacher Credentialing, Teachers' Retirement, Transportation, Treasurer, Veterans Affairs, Water Resources, Water Resources Control, Youth Authority

OFFICE SERVICES

ACCOUNT CLERK II Keep and review financial or statistical records; perform arithmetical calculations and post, process, and check the results; maintain a set of financial, statistical, or other records.

Experience Only: One year keeping or reviewing financial or statistical records.

ACCOUNTING TECHNICIAN Perform subprofessional accounting work required in the maintenance of fiscal records—including such assignments as maintaining general ledger and budgetary control accounts or a complex revolving fund account.

Either Experience and Education: Two years keeping or reviewing accounting or fiscal records or three years of general clerical experience; *And* Completion of at least 9 semester hours of a professional accounting curriculum. (*Substitution: One year of additional experience keeping or reviewing accounting or fiscal records may be substituted for 6 semester hours of accounting training.*)

Or Education Only: Sixteen semester hours of a professional accounting curriculum.

COMMUNICATIONS OPERATOR II, CALIF HIGHWAY PATROL Operate radiotelephone and computer-aided transmitting and receiving equipment; select receivers and transmitters and adjust volume controls; dispatch mobile units or other equipment to specific points as required; request ambulances, tow cars, firefighting, sheriff, police and allied agency units, and other emergency services as requested or required by officers in the field; answer telephone requests for road information and other assistance.

Experience: Either (1) One year of dispatching work involving the operation of radio communications equipment or as an operator of a telephone switchboard or console; *or* **(2)** Three years of experience involving a substantial amount of direct public contact and the responsibility to perform numerous tasks simultaneously. (*Substitution: Thirty semester units of college-level courses may be substituted for one year of direct public contact experience.*)

Personal: Consistently report to work on time with a minimum of absences; emotional stability and even temperament; willingness and initiative to take independent action.

DISPATCHER-CLERK Operate radiotelephone transmitting and receiving equipment; dispatch such mobile units as maintenance equipment, State Park Ranger cars and boats, and fire trucks; receive telephone calls requesting Ranger or other assistance and dispatch appropriate unit by radio; make telephone calls requesting ambulances or tow trucks; receive and disseminate road information by radio, telephone, and teletypewriter to appropriate governmental and other agencies, the news media, and the general public; type messages received and perform other clerical work; maintain message log and prepare reports and records; interview callers and give

out information.

Personal and Physical Only: Willingness to work irregular hours including nights, weekends, and holidays; clear enunciation; orderliness; emotional stability; normal hearing.

Desirable: High school graduation or equivalent; clerical experience or related military experience.

Departments: Forestry and Fire Protection, Justice, Mental Health, Parks and Recreation, Transportation, Water Resources

EXECUTIVE SECRETARY I Under the direction of the administrator of a major subdivision of a large State agency or a comparable level executive, perform difficult and responsible secretarial work and relieve the administrator of a variety of administrative and office details.

Experience: Three years in clerical work, at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (*Substitution: Academic education above the 12th grade may be substituted for one year of experience on the basis that one year of general education equals three months of experience and that year of business or commercial education equals six months of experience.*)

Personal: Demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.

Desirable: High school graduation or equivalent.

HEALTH RECORD TECHNICIAN I Under close supervision, work with structured records; learn principles of health data processing including detailed coding and basic abstracting.

Education and Experience: High school graduation or equivalent; *And* Two years of clerical experience in the medical or health records section of a health facility. (*Substitution: A academic curriculum in Medical Records Science may be substituted for experience year for year.*)

KEY DATA OPERATOR Learn and perform routine key punch and key entry operations; may have lead responsibility over others and secondary responsibility for the operation of a key-to-disc console.

Skill Only: Ability to type 23 wpm.

LIBRARY TECHNICAL ASSISTANT I Assist professional librarians by performing a variety of responsible subprofessional library tasks within well defined standards in such functional areas as book circulation, book acquisition, catalog classification, physical upkeep of library material, and book inventory. May supervise a small group of clerical employees.

Either Education: Associate of Arts in Library Science.

Or Experience: Two years of increasingly responsible

subprofessional library experience including work in book acquisition, cataloging, reference, and compilation of bibliographies.

MATERIALS AND STORES SUPERVISOR I (CORRECTIONAL FACILITY)

First working supervisory level in General Storekeeping. Either (1) supervise the receipt, storage, issuance, and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution or point-of-use warehouse or supply room; (2) have charge of stores in a small facility; or (3) assist a higher grade supervisor in a large facility. Also maintain order and supervise adult inmates or youth wards assigned to your work area; train and instruct them in their work and submit periodic written appraisals of their conduct and productivity; prevent escapes and injury by them to themselves or others or damage to property; maintain security of working area and work materials; inspect premises and search inmates or wards for such contraband as weapons or illegal drugs.

Experience: Two years in a storeroom or warehouse in work involving the receipt and issuance of a large volume of varied commodities.

Personal: Willingness to do heavy manual labor.

Physical: Sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of others.

Desirable: High school graduation or equivalent; college-level courses in Accounting and Business Administration.

MAILING MACHINES OPERATOR I Under close supervision, apply knowledge of regulations and rates related to processing first-, second-, third-, and fourth-class, registered, parcel post, air, certified, insured, and United Parcel mail to assure that outgoing mail leaves unit in final form with proper postage affixed and sorted by ZIP code. Learn to operate meter mailing machines and scales and decollators, bursters, letter inserters, folding machines, and tying machines; to calibrate the machines for different types and sizes of material and perform maintenance and minor repairs. Maintain the proper order and sequence of material during processing and maintain stock of material needed in mail processing. In some work settings, may occasionally operate a small forklift. May lead Office Assistants or Seasonal Clerks.

Experience: One year operating a variety of mailing machines in the processing of outgoing U.S. mail.

Personal: Mechanical aptitude and interest in machinery, neatness, orderliness, alertness, manual dexterity, ability to stand for long periods and to work in noisy surroundings.

Physical: Good eyesight.

MEDICAL TRANSCRIBER Under supervision, serve as secretary to a physician or in a clerical pool to do medical transcribing using a wide variety of technical medical terms and abbreviations; at least 50 percent of work time will be

transcribing a variety of medical correspondence, records, and reports—such as X-ray, laboratory, and therapeutic procedure and autopsy reports; medical histories, diagnostic work ups, physical examinations, admissions; and discharge summaries, operative reports, and clerical resumes.

Experience: Two years in typing and clerical work, at least one year of which shall have been in work requiring the transcription of dictation from a dictating machine on medical matters and preparing a wide variety of medical records and reports. (*Substitution: Academic education above the 12th grade may be substituted for the year of general experience on the basis that one year of general education equals three months of experience and one year of business or commercial education equals six months of experience.*)

MOTOR VEHICLE FIELD REPRESENTATIVE

Under direction, provide service to the public in the issuance of driver licenses, vehicle registrations, and occupational licenses; interpret the provisions of the Vehicle Code and the regulations, policies, and procedures of the Dept of Motor Vehicles pertaining to the licensing of drivers, manufacturers, and dismantlers; perform post-licensing services; issue driver licenses and vehicle and vessel registrations using manual and automated systems.

Education and Experience: High school graduation or equivalent *And* One year of clerical experience involving direct customer contact such as that found in private sector retail sales settings (*Substitution: Academic education above the 12th grade may be substituted on the basis that one year of general education equals six months of experience or one year of business or commercial education equals 6 months of experience.*)

OFFICE ASSISTANT(GENERAL) AS A TRAINEE, learn to perform a variety of general office and related clerical tasks—which may include receiving and distributing mail and documents, filing and records management, gathering and giving information by telephone or in person, record-keeping, cashiering, ordering and maintaining supplies and equipment. **AS A JOURNEYPERSON**, perform a wide variety of duties; may have lead responsibility over new workers.

Education: *Either* (1) High school graduation or equivalent, (2) Completion of a business school curriculum, *or* (3) Completion of a clerical work/experience training program such as those offered through the Welfare Reform Act. (*Substitution: One year of clerical experience may be substituted for education.*)

OFFICE ASSISTANT (TYPING) AS A TRAINEE, learn to perform a variety of general office and related clerical tasks—which may include typing reports, correspondence, forms, form letters, and charts and tables from printed or handwritten drafts. **AS A JOURNEYPERSON**, perform a wide variety of duties and may type reports and correspondence from machine transcription; may also have

lead responsibility over new workers.

Education: *Either (1) High school graduation or equivalent, (2) Completion of a business school curriculum, or (3) Completion of a clerical work-experience training program such as those offered through the Welfare Reform Act. (Substitution: One year of clerical experience may be substituted for education.)*

Skill: Type 40 wpm.

PHARMACY ASSISTANT Under the direct supervision of a pharmacist in a State hospital, Developmental Center, or Correctional Facility, maintain drug and supply inventory and records and order supplies to maintain level of stock; check goods received against purchase orders, invoices, and requisitions; segregate, label, and store pharmaceutical supplies; review pharmacy stock for expired drugs.

Experience: One year of clerical work in a pharmacy, relieving a pharmacist of a clerical or subprofessional duties; primary duties must have included stocking shelves with pharmaceutical supplies and typing pharmaceutical labels. *(Substitution: One year of college in Science or Mathematics equals 6 months of experience.)*

PRINTING TRADES SPECIALIST I (GENERAL) Select proper paper and film; select proper mixtures of chemicals and inks; process different types of masters; change and adjust lights and regulate machines according to paper speeds and nature of originals; develop and fix reproductions; compare copies with originals; order and maintain supplies; make minor adjustments to machines; oil, clean, and make minor machine repairs; trim, sort, and assemble finished material.

Experience: One year operating one or a combination of machines in one or more areas of a broad range of reproduction and duplication methods.

Personal: Aptitude for, and interest in, machine operation; neatness and orderliness; alertness; willingness to follow a prescribed routine, to stand for long periods of time, and to work in noisy surroundings.

Physical: Manual dexterity.

PROGRAM TECHNICIAN TRAINEE (VARIOUS CLASSES) Under close supervision, learn to review and process forms, files, and other semi-technical documents associated with specialized technical departmental programs including but not limited to Alcoholic Beverage Control, Business Taxes, Contractors' Licensing, Horse Racing Licensing, Fish and Wildlife, Medi-Cal Recovery, Notary Public, Personnel Services, Real Estate Licensing, State Treasurer's Office, Traffic Records, Uniform Commercial Code, and Veterans Affairs.

Experience and Education: One year of clerical experience *[Substitution: Academic education above the 12th grade may be substituted for experience on the basis that one year of general education equals three months of experience and that one year of business/commercial education equals six months of experience.]; and Either (a) High school*

graduation or equivalent, (b) Completion of a business school curriculum, or (c) Completion of a clerical work experience training program (Substitution: One year of clerical experience may be substituted for education.)

SECRETARY Under general direction and following general procedures, take and transcribe dictation, receive and screen telephone calls and visitors, use considerable judgment in providing factual information in response to numerous inquiries; establish and maintain confidential and administrative files and prepare summaries of data pertinent to the work of the supervisor or the office.

Experience: Two years in clerical work. *(Substitution: Academic education above the 12th grade may be substituted for one year of experience on the basis that one year of general education equals three months of experience and that one year of business or commercial education equals six months of experience.)*

Personal: Demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.

Desirable: High school graduation or equivalent.

SENIOR STENOGRAPHER, LEGAL Either as a secretary to one or more attorneys or in a pool, take dictation and transcribe a variety of legal correspondence, petitions, briefs, legislative measures, legal opinions, pleadings, motions and depositions; perform a wide variety of legal stenographic and clerical work.

Experience: One year in stenographic and clerical work, at least six months of which shall have been in work of a legal nature requiring the taking of dictation on legal matters and the preparation of legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. *[Substitutions: (1) Academic education above the 12th grade may be substituted for six months of general experience on the basis that one year of general education equals three months of general experience and that one year of business or commercial education equals six months of experience. (2) Completion of a certificated legal secretarial program (30 semester units minimum) in an accredited college or completion of a certificated Legal Secretary Program (36 weeks/900 hours minimum) in a business school accredited by the Accrediting Commission of the Association of Independent Colleges and Schools may be substituted for one year of experience.]*

Personal: Demonstrated interest in assuming increasing responsibility.

Skills: Take dictation involving legal terms at 90 wpm and type 40 wpm.

SENIOR TYPIST, LEGAL Either as a secretary to one or more attorneys or in a pool, do legal typing and clerical work that may involve transcribing dictation from a dictating machine and performing related office work required in preparing and processing of a wide variety of legal documents for an attorney or a legal staff.

Experience: One year in typing and clerical work, at least six months of which shall have been in work of a legal nature requiring the preparation of legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. *[Substitutions: (1) Academic education above the 12th grade may be substituted for six months of general experience on the basis that one year of general education equals three months of general experience and one year of business or commercial education equals six months of experience; or (2) Completion of a certificated legal secretarial program (30 semester units minimum) in an accredited college or completion of a certificated Legal Secretary Program (36 weeks/900 hours minimum) in a business school accredited by the Accrediting Commission of the Association of Independent Colleges and Schools may be substituted for one year of experience.]*

Personal: Demonstrated interest in assuming increasing responsibility.

Skill: Type 45 wpm.

STENOGRAPHER As a secretary or in a clerical pool, take and transcribe dictation and perform related clerical work.

Education: High school graduation or equivalent.

Skills: Take dictation at 80 wpm and type 40 wpm.

STOCK CLERK Receive, store, issue, and ship supplies; check goods received, fill requisitions and deliver supplies; wrap and package goods for shipment; prepare bills of lading, take physical inventories and keep perpetual inventory records; keep shelves and goods clean and see that stock is in its proper place and neatly arranged; occasionally recondition damaged stock; prepare reports of work done.

Experience: One year as a stock or shipping clerk.

Personal: Neatness; willingness to do heavy manual labor.

SUPPORT SERVICES ASSISTANT (GENERAL) Provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or State employee; perform reading services; serve as messenger; transport and accompany staff members to places of business; and perform simple clerical services and attendant care.

Personal Only: Knowledge of concerns and special needs of persons with disabilities as related to the community and working environment; ability to relate well to individuals and representatives of other State agencies and communities; read and write English well enough to perform the job.

TAX PROGRAM ASSISTANT Under supervision, perform a variety of specialized clerical duties related to the administration of the Franchise Tax Board's tax program. **IN THE SELF-ASSESSMENT DIVISION:** Respond in writing or by telephone to the least complex taxpayer inquiries and explain provisions of the State tax laws, policies, procedures, and filing requirements; make necessary adjustments to correct accounts through video or by preparing

input documents; determine correctness and need for adjustment notices, basis of tax assessments and adjustments, and billings issued for accounts; receive, sort, number tax returns, record payments, and batch claims onto trucks; record inventory of tax returns and sequence to obtain a proper daily mix; edit, code, and verify tax returns to conform with computer processing requirements; edit tax information for validity, generate transcripts for returns with errors, and update accounts; verify and correct invalid return, coding error transcripts for reediting by computer; perform duties related to the storage and retrieval of tax returns and documents or extraction of solicited information from documents. **IN THE COMPLIANCE DIVISION:** Review incoming cases, accounts, taxpayer protests, returns, financial statements, and related correspondence and determine appropriate disposition; process least complex cases and accounts within specified guidelines, research and provide additional support documentation to professional staff for processing cases and accounts, and distribute and monitor in accordance with workload monitoring system; review completed correspondence to taxpayers for procedural and clerical accuracy; access, interpret, code, and update tax program information on the computer system; review, adjust, and reconcile accounts and generate refunds, as necessary; compute interest; respond to routine taxpayer telephone inquiries; interpret and correct computer edit listings; maintain tax program records; request taxpayer information from other agencies and private firms; conduct directory and property searches; screen and direct incoming calls.

Experience: Six months of general clerical experience.

Personal: Aptitude and willingness to assume increasing responsibility and follow a prescribed routine; adaptability; dependability; and willingness to work day, swing, or night shifts.

TELEPHONE OPERATOR Operate a telephone switchboard or console equipment; give information to the public; perform clerical work.

Experience: One year operating a telephone switchboard or console.

Physical: Pleasing voice and clear enunciation; good hearing.

TOLL COLLECTOR Collect tolls in the form of cash, charge plates, or ticket and sell commute books; make change and issue charge tags and cash receipts; confiscate invalid charge plates and tickets; watch for counterfeit, foreign, or mutilated monies; prepare daily report of collections and commute-book sales; may direct traffic and give information to the public.

Either Experience: *Either* (1) One year in clerical, cashiering, or recordkeeping work, or in a position requiring frequent responsible public contact; *or* (2) Two years of any work or military experience.

Or Education: Two years of education beyond the 12th grade.

Personal: Ability to qualify for fidelity bond (all new hires will be fingerprinted); willingness to work various shifts and on weekends and holidays and to work additional hours in emergencies; tact, firmness, patience, reliability, punctuality, neat personal appearance; willingness to work under strict discipline; keen observation.

Physical: Ability to remain in a confined area for long periods of time; hearing adequate for job performance; vision not less than 20/40 with or without glasses; capacity to transport weights of at least 35 lbs.

WORD PROCESSING TECHNICIAN Operate electronic text-editing equipment. For example, enter information via keyboard from dictated, written, or edited copy; identify, process, store, and retrieve information on discs, tapes, or cards; proofread and make required corrections in spelling, grammar, and punctuation; and format submitted material and play out onto appropriate paper or form to produce desired hard copy.

Skill: Type 50 wpm.

Experience: One year of typing and clerical work.

Personal: Willingness to work effectively and agreeably under the pressure of short lead times in a production-oriented environment, accept responsibility for accuracy of work, and work in a noisy environment.

TRADES and CRAFTS

AUTOMOBILE MECHANIC Make major repairs to automotive equipment; minor body repairs; operate and maintain automotive shop equipment; minor welding and brazing work.

Either Education: Within the last ten years, completion of a recognized apprenticeship as an automobile mechanic.

Or Experience: Within the last ten years, three years as a journey-level automobile mechanic.

AUTOMOBILE MECHANIC (CORRECTIONAL FACILITY) In addition to the duties of an *Automobile Mechanic*: Maintain order and supervise the conduct of inmates or wards; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates/wards for contraband such as weapons or illegal drugs; assignments may include sole responsibility for the supervision of inmates and the protection of personal and real property.

Education: Same as *Automobile Mechanic*.

Experience: Same as *Automobile Mechanic*.

Physical: Sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations without compromising your own health and well-being or that of inmates and fellow employees.

Departments: Corrections, Youth Authority

AUTOMOTIVE EQUIPMENT OPERATOR I Operate, service, wash, and make minor adjustments and repairs to passenger vehicles, trucks, small-wheeled tractors; transport passengers; load, unload, and deliver laundry, ice, food, furniture, freight, farm products, gravel, rubbish, and other materials; perform miscellaneous manual laboring work and messenger service; supervise the work of helpers; keep simple records.

Experience: One year in the operation and care of automotive equipment, including light trucks.

Driver License: California license for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 lbs. gross.

Personal: Willingness and ability to do general manual labor; tact and patience.

AUTOMOTIVE TECHNICIAN I Make mechanical and electrical repairs; assemble, install or remove special automotive equipment.

Experience: Two years in servicing and repairing motor vehicles in a garage, motor vehicle agency or other major vehicle repair facility. (*Substitution: College or trade school education in Automotive Mechanics or Automotive Engineering may be substituted for the required experience year for year.*)

Driver License: Any class California license.

BOOKBINDER I With the Office of State Printing in the Dept of General Service, move stock or printed material to work areas; lift products off of production lines; remove product from work area onto pallets or into boxes; inspect products for deformities; collect and remove wastepaper; sweep and clean floors; sort material by destination, number, or alphabet; operate the least complex equipment, such as hand-material handling equipment, tying machine, cover or plate blender; load covers into case-in-line machine; assist in loading heavy or awkward material onto machines.

No Education or Experience Requirement.

Physical: Ability to lift 20 to 70 pounds.

Personal: Willingness to work under noisy conditions and on shifts.

BUILDING MAINTENANCE WORKER Under supervision, in the alteration, maintenance, and repair of buildings and building facilities: Clean, maintain, and repair building fixtures and equipment including locks, windows, doors, screen, venetian blinds, gutters, drains, shelving, and kitchen utensils; replace light bulbs and fuses; make simple repairs on furniture, cabinet, asphalt tile and linoleum; assist in maintaining and repairing electrical lines and fixtures; assist in lubricating, regulating, and repairing sewage, water, cooling, and heating system lines and equipment; assist in repairing roofs; assist in repairing plaster and concrete; assist in painting buildings and equipment; occasionally operate automotive equipment and haul material; requisition supplies; make reports on work done.

Experience: *Either* One year in general semiskilled maintenance and repair work or as a building maintenance or construction trades helper; *Or* One year as a Corpsmember in the California Conservation Corps. [*Janitorial and general-labor experience are NOT qualifying*]

CALTRANS ELECTRICIAN SERIES May perform or supervise the installation, maintenance, and repair all types of electric and electronically controlled devices such as traffic signals, ramp meters, toll bridge electrical and electronic devices, highway and tunnel lighting, pumps, ventilation equipment, illuminated signs, motors, and generators on facilities and devices associated with shops and roadside rests.

Personal: Willingness to work at odd hours and to be available for day or night calls; willingness to stay abreast of current technological changes in the fields of electricity and electronics; willingness to work up to 550 feet above the pavement or water and in the midst of traffic.

Physical: Vision normal or corrected to 20/30 in best eye and 20/40 in worst eye; color vision adequate to perform the job successfully; physical fitness to withstand working under adverse weather conditions.

CALTRANS ELECTRICAL TECHNICIAN Learner and first working level. In the field and on toll bridges under construction, assist in the installation, construction, and repair of less complex electrical and electronic devices on facilities. Perform simple preventive maintenance tasks such as painting, cleaning, and routine testing; do laboring work such as pouring and finishing concrete bases, pulling wires through conduits, repairing conduits, poles, and wires, relamping traffic signals and illuminated signs; flag traffic and install necessary safety barriers.

Driver License: California license valid for the operation of any 2-axle vehicle, except a bus designed to carry more than 15 passengers, and such vehicle towing another vehicle weighing less than 6,000 lbs gross.

Either Education Only: Associate or Certificate of Arts in Electrical or Electronic Technology

Or Education and Experience: Graduation from an approved electrical or electronic trade school, *And* One year in the installation, construction, maintenance, and repair of electrical equipment and electronic control devices.

CALTRANS ELECTRICIAN I Assist higher level Electricians in the more complex activities; may routinely patrol an assigned area; may perform routine bench maintenance or assist higher level journeypersons in the bench or field repair of more complex devices and circuitry.

Apprenticeship: Completion of a recognized apprenticeship as an electrician.

Or Experience: Four years of successful and varied experience in the repair, maintenance, and installation of electrical equipment and electronic control devices. (*Substitution: An Associate or Certificate of Arts in Electrical Technology may be substituted for two years of experience.*)

CALTRANS ELECTRICIAN II May construct and maintain traffic signals and highway lighting systems, electrical and electronic apparatus associated with bridges and related structures including heaters, air-conditioners, carbon monoxide analyzers and detectors, engine-driven generators, transformers, switch boards, substation control centers, remote-control supervisory systems, master and secondary self-covering clock systems, large storage battery installations, fire alarm systems, airway and navigation warning devices, tow-service telephones, tow-service call boxes, and toll-collection equipment.

Apprenticeship and Experience: Completion of a recognized apprenticeship as an electrician; *and* Two years of additional experience in the repair, maintenance, and installation of electrical equipment and electronic control devices.

Or Experience Only: Four years of successful and varied experience in the repair, maintenance, and installation of electrical equipment and electronic control devices. (*Substitution: Associate or Certificate of Arts in Electrical Technology may be substituted for two years of*

experience.)

CALTRANS EQUIPMENT OPERATOR At least 50 percent of the time, operate and service equipment used for highway maintenance, structures maintenance, emergency service, landscape or construction; in remote areas, may occasionally operate equipment less than 50 percent of the time. When not operating the equipment, may perform any of the duties of a CalTrans Highway Maintenance Worker or a Caltrans Landscape Maintenance Worker.

Experience: Within the last ten years, one year operating highway construction or maintenance equipment or operating tractors, graders, or trucks of at least 30,000 Gross Vehicle Weight exclusively or in combination with other work. [*If you have been in recognized military service during the last ten years, the time limit will be extended to cover that period.*]

Driver License: To compete in the examination, which may include a performance test, Class 3 California license is required; when hired, Class 2 California license is required.

Physical: Normal hearing; visual acuity with or without glasses of not less than 20/40.

Desirable: High school graduation or equivalent; class 1 driver license.

CALTRANS HIGHWAY MAINTENANCE WORKER Operate some highway maintenance, bridge maintenance, emergency service, construction, or landscape equipment; in connection with the maintenance of State highways and bridges, do miscellaneous laboring work such as litter pickup, traffic control, tree maintenance, and maintenance of safety roadside-rest areas; may operate equipment normally assigned to a CalTrans Equipment Operator as part of training; may also perform non-equipment-operation duties normally assigned to CalTrans Landscape Maintenance Worker.

Experience: One year in general laboring work in construction or maintenance. (*Substitution: Equivalent to completion of the Eighth Grade may be substituted for experience.*)

Driver License: Class 3 California license.

Physical: Normal hearing; visual acuity (with or without glasses) not less than 20/40.

Desirable: High school graduation or equivalent; class 1 California driver license.

CALTRANS LANDSCAPE MAINTENANCE WORKER Maintain functional and landscape plantings; perform weed control and soil sterilization work; operate some highway maintenance, construction, or landscape equipment; may operate equipment normally assigned to a CalTrans Equipment Operator as part of training; may also be assigned to perform some non-equipment-operation duties normally assigned to a CalTrans Highway Maintenance Worker.

Experience: One year maintaining orchards, vineyards, truck crops, nursery stock or landscape plantings. (*Substitution: Equivalent to completion of the 8th grade may be substituted for the required experience.*)

Driver License: Class 3 California license.

Physical: Normal hearing;. Visual acuity (with or without glasses) not less than 20/40.

Desirable: High school graduation or equivalent;. Class 1 California driver license.

CARPENTER I Erect, maintain and repair various buildings and structures; make rough sketches and cost estimates; requisition stores and supplies; advise in selection of building materials; keep records and make simple reports; may instruct and lead unskilled assistants.

Either Apprenticeship: Completion of a recognized apprenticeship in Carpentry.

Or Experience: Four years of varied carpentry (*Substitution: Associate of Arts or Certificate of Completion in Carpentry from an accredited community college may be substituted for two years of the required experience.*)

CARPENTER SUPERVISOR (CORRECTIONAL FACILITY) Plan, lay out, direct, and inspect the work of a crew of carpenters and other workers engaged in construction and repair work; advise in the selection of building materials; requisition building materials and supplies; see that work is carried out according to plans and specifications and is properly correlated with other trades; inspect scaffolding and falsework and see that safety regulations are followed; also may instruct, lead, or supervise adult inmates or youth wards; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates for contraband, such as weapons or illegal drugs. This class is subject to Safety Retirement.

Either Experience and Apprenticeship: Two years of varied experience as a journey-level carpenter and completion of a recognized apprenticeship in Carpentry.

Or Experience Only: Six years of varied carpentry experience. (*Substitution: Associate of Art or Certificate of Arts in Carpentry from an accredited community college may be substituted for two years of experience.*)

Physical: Sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of others.

CIVIL MAINTENANCE JOURNEYWORKER, WATER RESOURCES Operate, service, and make minor adjustments to medium- and heavy-construction and maintenance equipment such as trucks, bulldozers, backhoes, loaders, cranes, graders, bulldozers, draglines, and scrapers; perform maintenance carpentry, electrical, welding, painting, and concrete work; apply pesticides and herbicides for weed and rodent control; direct and assist in training apprentices and unskilled helpers and may act as leadperson over a small crew on a project or shift basis; may use underwater diving equipment in connection with inspection and repair of underwater structures.

Either Apprenticeship: Successful completion of a recognized Civil Maintenance apprenticeship.

Or Experience: Four years of varied construction or civil maintenance experience in any combination of functions such as maintenance carpentry, pipe fitting, painting, welding, plumbing, concrete, or electrical work; this must have included one year operating medium- or heavy-maintenance or construction equipment.

Driver License: To be hired, Class 3 California license; but if you do not obtain a Class 1 license after six months on the job, you may be rejected from probation.

Personal: Willingness to work irregular hours in times of emergency.

COMMERCIAL VEHICLE INSPECTION SPECIALIST I Under close supervision perform routine inspections on commercial vehicles to determine compliance with weight, size, registration, safety, and equipment requirements; inspect and test all types of commercial vehicle brake systems for compliance with the Vehicle code and other applicable laws and regulations and, when required, refer violators to an enforcement officer for action.

Experience: One year as an auto, truck, or construction-equipment mechanic, a bus driver, or a driver of any commercial truck requiring a Class 1 or 2 driver license, or any position requiring the knowledge of the mechanics, size-weight, registration requirements or load and safety regulations of heavy-duty commercial vehicles.

Driver License: Class 1 or 2.

Personal: Satisfactory arrest and driving records.

Dept: Highway Patrol

DRAWBRIDGE OPERATOR Operate and maintain the machinery used in operating a movable-span bridge; operate and care for drawbridge lights; open and close barrier gates and give proper warning signals during span movements; insure that bridge machinery and equipment are maintained in good condition; make regular and special reports on the operation of the bridge and the condition of the equipment; perform minor maintenance work on the bridge mechanisms.

Experience: One year in the operation and maintenance of electrically or mechanically operated heavy equipment.

Personal: Dependability; ability to work extended periods of time without close supervision; aptitude for learning the operation of electrically or mechanically operated equipment.

Physical: Vision normal or corrected to normal by glasses; normal hearing.

ELECTRICIAN I Install transmission lines for electrical equipment; assemble, install and repair electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus; troubleshoot electrical systems; operate electrical power generating plants; maintain an electric shop; operate electrical equipment; advise in the selection and storage of electrical equipment; consult and work with other tradespeople; make rough sketches and estimate the cost of minor electrical installations; keep simple records and make reports; and instruct and lead unskilled assistants.

Either Apprenticeship: Completion of a recognized

apprenticeship for an electrician.

Or Experience: Four years of varied electrical installation and repair work. (*Substitution: Associate of Arts or Certificate of Arts in Electrical Technology may be substituted for two years of the required experience.*)

GROUNDSKEEPER Plant, cultivate, water, and spray ornamentals and lawns; propagate cuttings; rake leaves, hoe weeds, and perform general grounds maintenance; prepare and treat soils for planting; spade and fertilize flower beds; keep greenhouses and other buildings in repair and free from diseases and pests; maintain tools and equipment in proper condition and repair; trim trees, hedges, and shrubs.

Either Experience: One year of experience in flower gardening and general grounds maintenance. (*Janitorial experience is NOT qualifying.*)

Or Vocational Training: Successful completion of a formal vocational training program in flower gardening and general grounds maintenance;

Or Education: Successful completion of a two-year college curriculum in Ornamental Horticulture or Landscaping.

Personal: Willingness and ability to do general manual labor.

HEAVY EQUIPMENT MECHANIC Construct, repair, and maintain automotive and heavy maintenance and construction equipment; locate and determine extent of necessary repairs; maintain and repair automobiles, trucks, tractors, power shovels, graders, snowplows, pumps, air compressors, diesel and gas engines, and similar equipment; construct new special equipment or modify existing equipment, including body frames and running gear; perform minor welding and brazing; estimate repair costs; keep simple records and make reports.

Driver License: Class 3 California license; class 2 or 1 license is desirable.

Either Apprenticeship: Within the last 5 years, completion of a recognized apprenticeship as an automotive, diesel, or heavy-construction equipment mechanic.

Or Experience: In the last ten years, three years as a journey-level mechanic on gasoline- and diesel-powered heavy-construction or highway-maintenance equipment.

HEAVY FIRE EQUIPMENT OPERATOR With the Dept of Forestry and Fire Protection, operate heavy bulldozers, motor-graders, heavy-duty transports, trucks, and other types of heavy equipment used in fire suppression, road maintenance, and other wildland protection and conservation work; read maps to understand type of terrain to be worked on and location of projects; operate equipment on steep, narrow mountain roads and under hazardous conditions. As assigned, work with or supervise inmate and free-personnel crews on fire-line assignments, road construction assignments, forestry conservation projects, or in-camp work projects; service and assist mechanics in making major mechanical repairs to heavy bulldozers, motor-graders, heavy-

duty transports, trucks, and other types of repair that may include preventive maintenance service, tune-up, brake relining and adjusting, disassembly and assembly for overhaul, welding, limited body repair, and lubrication; maintain other equipment used in suppressing fires such as chainsaws and portable generators; estimate cost of repairs and purchase parts; maintain simple records and written reports of work performed; train others in safe practices in the use and repair of heavy equipment and vehicles.

Minimum Age: 18 years when hired.

Driver License: Calif license applicable to the types of heavy motorized vehicles operated on the job.

Experience and Education: One year on highways, operating Class 8 transport vehicles with multi-speed manual-shift transmissions with a gross weight of at least 60,000 lbs; and one year operating D7 or D6 bulldozers or equivalent size bulldozers produced by other manufacturers. (Qualifying bulldozer experience must include at least 500 hours in rugged terrain); AND high school graduation or equivalent.

Personal: Willingness to work in remote areas, on weekends and holidays, and to remain on duty 24 hours a day.

Physical: Color vision adequate to successfully perform the job; visual acuity not less than 20/100 in each eye uncorrected and not less than 20/30 in one eye corrected; hearing adequacy uncorrected within speech frequencies; normal use of both hands and feet; physical strength and agility; no more than mildly susceptible to poison oak.

HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY) Drive a heavy motor truck-tractor with semitrailer or heavy motor truck and trailer equipment; haul materials, supplies, and equipment between distant points; load and unload or supervise the loading and unloading of assigned equipment, limiting the load to a safe capacity; have trucks serviced and checked at regular intervals and keep trucks in clean and serviceable condition; change tires, make emergency adjustments to the truck and motor and report defects to supervisors; keep records and make reports as required. Maintain order and supervise the conduct of inmates or wards; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates/wards for contraband such as weapons or illegal drugs; assignments may include sole responsibility for the supervision of inmates and the protection of personal and real property.

Driver License: California license valid for the operation of any combination of vehicles.

Experience: One year (within the last ten years) operating heavy compound transmission motor truck-tractors with semitrailer or heavy motor truck and trailer equipment.

Personal: Willingness and ability to do heavy manual labor.

Physical: Sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations without compromising your own health

and well-being or that of inmates and fellow employees.

Departments: Corrections, Youth Authority

LABORER Do pick-and-shovel work; clean gutters, culverts, and other drainage structures; load and unload supplies; lift and move heavy objects; patch pavement; clean, repair, and paint guard rails and traffic signs; clean roadsides; clean mechanical equipment; remove debris and clean away undergrowth; spade, hoe, and rake; do miscellaneous unskilled tasks for tradespersons; do rough repair work; assist in pruning, trimming, and spraying trees and shrubbery; sweep piers, docks, bulkheads, streets, and sidewalks.

Requirement: Ability to follow oral directions.

Personal: Willingness and ability to do heavy manual labor.

MAINTENANCE MECHANIC Perform miscellaneous skilled work in the maintenance, alteration, and repair of buildings and mechanical systems; such as: Inspect, maintain, and repair plumbing, heating, water, and sewer systems; maintain and repair electrical wiring; repair laundry, farm, shop, and automotive equipment; do minor building construction and repair work; do some interior and exterior painting; refinish furniture; keep tools and equipment in good condition; estimate and requisition materials and supplies; keep records and prepare reports.

Experience: Three years at the journey level in a mechanical trade, such as: Automobile mechanic (in combination with other approved experience), Carpenter (in combination with other approved experience), Electrician, Equipment mechanic, Fusion welder, Machinist, Painter (in combination with other approved experience), Plumber, Sheet Metal Worker, Stationary Engineer (both heating and cooling systems), Steamfitter. *[Apprenticeship time does NOT count; and experience as a Skilled Laborer, a Trades Helper, or a Janitor is NOT qualifying.]*

MECHANIC'S HELPER Assist mechanics in repairing and servicing automotive or heavy-construction equipment--overhauling, repairing, and adjusting engines, transmissions, and ignition, electrical, fuel, and cooling systems and installing cylinder heads and manifold gaskets; assist in the work of fitting and adjusting bearings and installing axles, relining and adjusting brakes, and aligning wheels; assist in preparing trucks, tractors, and automobiles for painting; service and grease mechanical equipment; thread, bolt, and tap nuts; identify parts and fittings; keep records and make reports on the condition of equipment; operate automotive equipment.

Either Education: Within the last 10 years, completion of a recognized vocational course in Automotive or Heavy-Construction Equipment Technology, given by either a high school, resident trade school, or community college.

Or Experience: Within the last 10 years, one year of experience assisting in the major repairs of automotive or heavy-construction equipment.

Desirable: High school graduation or equivalent.

PARK MAINTENANCE WORKER I Do carpentry, painting, electrical, plumbing, masonry, roofing, and other work in the maintenance, repair, and construction of a wide variety of park structures, utility systems, roads, and other facilities; clear and maintain trails; fight structural and forest fires; construct erosion control, diversion, and drainage facilities; maintain trees, shrubs, lawns, flowers, and native vegetation; when necessary, clean campgrounds, picnic sites and other public facilities and collect and dispose of refuse; account for supplies and equipment used; operate and perform routine preventive maintenance on such vehicles as trucks, beach cleaners, small tractors, and mowers; answer routine questions of the public; administer First Aid; prepare reports; keep records; lead and train a crew of maintenance employees; may be required to do welding; and may use underwater diving equipment in connection with underwater maintenance activities.

Experience: Two years in a construction, building repair, or mechanical trade.

Driver License: Valid California license.

Personal: Ability to work independently without close supervision; willingness to work at various locations throughout the state; willingness to work weekends and holidays and at odd or irregular hours; willingness to conform to departmental uniform requirements.

Physical: Physical strength and agility.

PAINTER I First journey level. Scrape, sand, and fill surfaces in preparation for painting and finishing; apply undercoats and finish coat with brush or by spray machines; paper hang and match paints and finishes; clear and maintain brushes and other equipment; paint simple designs; estimate the cost of painting jobs; advise in the selection, ordering, and storing of painting materials; consult with other tradespeople; keep simple records and make reports; instruct and lead unskilled assistants.

Either Apprenticeship: Completion of a recognized apprenticeship in painting and finishing

Or Experience: Four years of varied experience painting and finishing wood and metal surfaces. *(Substitution: An Associate or Certificate of Arts in Painting and Finishing from an accredited community college may be substituted for two years of experience.)*

PAINTER II (CORRECTIONAL FACILITY) Working leadworker level. In addition to the duties of PAINTER I, may prepare lists of materials and supplies; estimate job costs; layout a job; and direct the work of three or more helpers or drafting technicians, exercising only limited supervisory responsibility. Maintain order and supervise the conduct of inmates or wards; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates/wards for contraband such as weapons or illegal drugs; assignments may include sole responsibility for the supervision of inmates and the protection of personal and real property.

Either Experience and Apprenticeship: One year of

varied experience as a journey-level painter *And* Completion of a recognized apprenticeship in painting and finishing

Or Experience Only: Five years of varied experience painting and finishing wood and metal surfaces. (*Substitution: An Associate or Certificate of Arts in Painting and Finishing from an accredited community college may be substituted for two years of experience.*)

Physical: Sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations without compromising your own health and well-being or that of inmates and fellow employees.

Departments: Corrections, Youth Authority

PLUMBER I Install, maintain, inspect, and repair standard plumbing equipment concerned with water, gas, oil, sewage, fire control, steam, and refrigeration systems; troubleshoot plumbing systems; install and repair pumps, maintain a plumbing shop, make rough sketches and estimate labor and materials for minor plumbing installation and repair; advise on selection, ordering, and storage of plumbing supplies and equipment; consult with other tradespeople; keep simple records and make reports; and instruct and lead unskilled assistants.

Either Apprenticeship: Completion of a recognized apprenticeship in plumbing.

Or Experience: Four years of varied general experience installing, maintaining, inspecting, and repairing standard plumbing equipment. (*Substitution: An Associate or Certificate of Arts in Plumbing from an accredited community college may be substituted for two years of experience.*)

PLUMBER II (CORRECTIONAL FACILITY)

This is the working leadworker level. In addition to the duties of a PLUMBER I: May prepare lists of materials and supplies; estimate job costs; lay out a job; and direct the work of three or more craft workers or helpers. Maintain order and supervise the conduct of inmates or wards; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates/wards for contraband such as weapons or illegal drugs; assignments may include sole responsibility for the supervision of inmates and the protection of personal and real property.

Either Experience and Apprenticeship: One year of varied experience as a journey-level plumber; *And* Completion of a recognized apprenticeship in plumbing.

Or Experience Only: Five years of varied experience installing, maintaining, inspecting, and repairing standard plumbing equipment. (*Substitution: An Associate or Certificate of Arts in Plumbing from an accredited community college may be substituted for two years of experience.*)

Physical: Sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations without compromising your own health and well-being or that of inmates and fellow employees.

Departments: Corrections, Youth Authority

STATIONARY ENGINEER Perform a variety of skilled work in the operation, maintenance, and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in a hospital, correctional facility, large office building, or complex of buildings.

Either Apprenticeship: Completion of a recognized apprenticeship program for stationary engineers.

Or Experience: Two years at the journey level in the operation, maintenance, and repair of the boiler, heating, refrigeration, ventilating, and power equipment of large commercial, industrial or institutional buildings including the operation and maintenance of air-conditioning systems involving the use of automatic controls.

STATIONARY ENGINEER (CORRECTIONAL FACILITY)

In addition to the duties of a *Stationary Engineer*: Maintain order and supervise the conduct of inmates or wards; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates/wards for contraband such as weapons or illegal drugs; assignments may include sole responsibility for the supervision of inmates and the protection of personal and real property.

Education: Same as *Stationary Engineer*.

Experience: Same as *Stationary Engineer*.

Physical: Sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations without compromising your own health and well-being or that of inmates and fellow employees.

Departments: Corrections, Youth Authority

TREE MAINTENANCE WORKER Climb trees by means of ropes or spurs; use safety belt and other required rigging; trim or remove limbs and branches; use both power and hand saws and similar equipment; treat cut surfaces to protect from fungi and insects; lower cut limbs and branches by lines; occasionally fell and remove entire tree; plant, cultivate, and irrigate trees; cut brush and weeds along the transportation facility right of way, in State facilities, and in parks or other natural areas; maintain and care for tree-climbing and -trimming equipment; act as flagger for traffic control; use aerial equipment and pneumatic tools; apply chemicals for insect, disease, and weed control. May be required to work rotating or irregular shifts including weekends.

Driver License: Class 3 California driver license.

Experience: One year in tree-trimming, including climbing work, on trees more than 40 feet high.

Physical: Strength and agility.

WAREHOUSE WORKER Receive, store, inventory, and issue materials; use powered or non-powered materials-handling equipment; load and unload trucks, freight cars, or

other common carriers and transports material to specified areas either by hand or by use of powered or non-powered materials-handling equipment; assist in receiving, unpacking, and checking incoming materials against invoices or bills of lading to verify items and quantities received; palletize, tag, and move material to designated locations; stock and restock shelves, bins, or other storage facilities; pull, re-palletize, and assist in preparing materials for local issue or shipment; select specified items and assemble material in shipping bays; maintain simple records; keep floors and storage areas clean and orderly; may occasionally operate motor vehicles.

Experience: One year assisting in the receipt, storage, or issue of materials from a large centralized stockroom or warehouse, including some experience operating forklift trucks or similar power-operated materials-handling equipment.

Driver License: California license for the operation of any two-axle single-motor vehicle and one towed vehicle (for example, a trailer with a gross weight of 6,000 or less).

Personal: Neatness; willingness to do heavy manual labor in either indoor or outdoor storage areas.

Desirable: High school graduation or equivalent.



DEPARTMENTAL HEADQUARTERS TESTING OFFICES

Administrative Law,
Office of
C/O Dept of General Services,
P.O. Box 989052
W. Sacramento, CA 95798-9052
916-322-5990
www.oal.ca.gov

Aging, Dept of
1300 National Drive, Suite 200
Sacramento, CA 95834
916-419-7525
www.aging.ca.gov

Agricultural Labor
Relations Board, CA
915 Capitol Mall, Third Floor,
Sacramento, CA 95814
916-651-7626
1-800-449-3699
www.alrb.ca.gov

Air Resources Board
1001 I St., Sacramento, CA
95814
P.O. BOX 2815
Sacramento, CA 95812
916-327-3515
Job Line: 800-637-8910
www.arb.ca.gov

Alcohol & Drug
Programs, Dept of
1700 K Street, 3rd Floor
Sacramento, CA 95814-0228
916-323-1864
www.adp.cahwnet.gov

Alcoholic Beverage
Control, Dept of
3927 Lennane Drive, Ste. 100
Sacramento, CA 95834
916-419-2557
www.abc.ca.gov

Audits, Bureau of State
555 Capitol Mall, Ste. 300
Sacramento, CA 95814
916-445-0255
www.bsa.ca.gov

Boating & Waterways,
Dept of
2000 Evergreen St., Ste. 100
Sacramento, CA 95815-3888
916-263-0354
1-888-326-2822
www.dbw.ca.gov

Cal Expo & State Fair
1600 Exposition Boulevard
P.O. BOX 15649
Sacramento, CA 95852
916-263-3030
www.bigfun.org

Child Support Services,
Dept of
P.O. Box 419064
Rancho Cordova, Ca
95741-9064
11150 International Dr.
Rancho Cordova, CA

916-464-5202
www.childsup.cahwnet.gov

Coastal Commission, CA
45 Fremont Street, St. 1900
San Francisco, CA 94105
415-904-5433
Note: Also test for the S.F. Bay
Conservation Commission
www.coastal.ca.gov

Coastal Conservancy,
CA
1330 Broadway, Ste. 1100
Oakland, CA 94612-2530
510-286-4340
<http://scc.ca.gov/>

Community Colleges, CA
1102 Q Street
Sacramento, CA 95814-6511
916-445-8752
www.cccco.edu

Community Services &
Development, Dept of
700 N. 10th Street, Rm.258
Sacramento, CA 95814
www.csd.ca.gov

Compensation
Insurance Fund, State
P.O. BOX 420807
San Francisco, CA 94142-0807
415-565-1160
www.statefundca.com/

Conservation Corps,
CA
1719 24th Street
Sacramento, CA 95816
916-341-3167
800-952-JOBS
www.ccc.ca.gov

Conservation,
Dept of
801 K Street Suite 2200
Sacramento, CA 95814
916-322-7685
www.conservation.ca.gov/

Consumer Affairs,
Dept of
1625 N. Market Blvd., Ste. N-321
Sacramento, CA 95834
916-574-8370
www.dca.ca.gov

Controller's Office, CA State
300 Capitol Mall, 6th Floor
Sacramento, CA 95814
916-324-0811
www.sco.ca.gov

Corporations,
Dept of
1515 K Street, Ste. 200
Sacramento, CA 95814-
4052
916-445- 6351
916-445-3816
www.corp.ca.gov

Corrections &
Rehabilitation,
CA Dept of
1515 S Street, Rm.101N
Sacramento, CA 95814
P.O. BOX 942883
Sacramento, CA 94283-
0001
916-322-2694
For Employment
Information call:
Peace Officer: 1-866-232-
5627
Health: 1-888-232-4584
Medical (Adult): 1-877-793-
HIRE
Executive: 916-323-7176
1-866-232-5627
www.cdcr.ca.gov

Developmental
Services, Dept of
1600 9th Street, MS-Q
Sacramento, CA 95814
916- 322-9335
Job Line 1-800 999-JOBS
www.dds.ca.gov

Earthquake
Authority, CA
801 K Street, Ste. 1000
Sacramento, CA 95814
916-325-3800
www.earthquakeauthority.com

Education, State
Dept of
1430 N St.
Sacramento, CA 95814-
1236
916-319-0857
www.cde.ca.gov

Emergency Services
3650 Schriever Avenue
Mather, CA 95655
P.O. Box 419047
Rancho Cordova, CA
95741-9047
916-845-8321
www.oes.ca.gov

Employment
Development Dept
800 Capitol Mall, MIC54
Sacramento, CA 95814
P.O. Box 826880
Sacramento, CA 94280-0001
916-654-7827
www.edd.ca.gov

Energy Commission, CA
1516 9th St.
Sacramento, CA 95814-5512,
916-653-6532
916-654-4100, 654-4309
Job Line: 916-654-4316
www.energy.ca.gov

Environmental Health Hazard
Assessment, Office of

P.O. Box 4010
Sacramento, CA 95812-4010
1001 I St., 95814
916-445-9376
www.oehha.ca.gov

Equalization, Board of
450 N Street, MIC-17
P.O. Box 942879
Sacramento, CA 94279-0017
916-324-4807
www.boe.ca.gov

Fair Employment &
Housing Commission
455 Golden Gate Ave.,
Ste 10600, SF., CA 94102
415-557-2325
www.fehc.ca.gov

Employment & Housing,
Dept of Fair
2218 Kausen Drive, Ste. 100
Elk Grove, CA 95758
916-478-7229
TTY 800-700-2320
www.dfeh.ca.gov

Fair Political
Practices Commission
428 J Street, Rm. 620
Sacramento, CA 95814
P.O. BOX 807
Sacramento, CA 95812
916-327-8692
www.fppc.ca.gov

Finance, Dept of
915 L Street, 6th Floor
Sacramento, CA 95814
916-323-4071 or 445-3368
www.dof.ca.gov

Fish & Game,
Dept of
1416 Ninth St., Rm. 1217
Sacramento, CA 95814
916-653-8120
Exams: 916-653-8949
www.dfg.ca.gov

Food & Agriculture
Dept of
1220 N Street, Rm. A151
Sacramento, CA 95814
916-654-0422
Job Line: 916-654-0441
www.cdafa.ca.gov

Forestry & Fire
Protection, Dept of
1416 9th St.
P.O. Box 944246
Sacramento, CA 94244-
2460
916-653-5123
www.fire.ca.gov

Franchise Tax Board
9646 Butterfield Way,
P.O. Box 550
Sacramento, CA 95812-
0550

DEPARTMENTAL HEADQUARTERS TESTING OFFICES

916-845-3608
Job Line: 916-845-3626
www.ftb.ca.gov

**General Services,
Dept of**
707 Third St.
W. Sacramento, CA 95605
P.O. Box 989052
West Sacramento, CA 95798-
916-376-5400
Job Line: 916-322-5990
www.dgs.ca.gov

**Health & Human
Services Agency**
1600 Ninth St., Rm. 460
Sacramento, CA 95814
916-654-3454
www.chhs.ca.gov/

**Health Care Services,
Dept of**
1501 Capitol Ave, MS1300-1302,
Sacramento, CA 95814
P.O. Box 997411
Sacramento, CA 94234-7320
916-552-8270
Exams: 916-322-0119
www.dhcs.ca.gov

**Highway Patrol,
CA Dept of**
860 Stillwater Rd.
W. Sacramento, CA 95605
P.O. Box 942898
W. Sacramento, CA 94298-0001
www.chp.ca.gov

Horse Racing Board, CA
1010 Hurley Way Suite 300
Sacramento CA, 95825
916-263-6049
www.chrb.ca.gov

**Housing & Community
Development, Dept of**
1800 3rd St. Sacramento, CA 95814
P.O. Box 952050
Sacramento, CA 94252-2050
916-445-4807
www.hcd.ca.gov/

**Housing Finance
Agency, CA**
1121 L St., 7th Floor
Sacramento, CA 95814
916-322-3991
www.calhfa.ca.gov/

**Industrial Relations,
Dept of**
455 Golden Gate Ave, 8th Floor
San Francisco, CA 94142
1-800 564-0771
www.dir.ca.gov

**Inspector General,
Office of the**
3927 Lennane Dr., Ste.220
Sacramento, CA 95834
P.O. Box 348780
Sacramento, CA 95834-8780

916-830-3600
www.oig.ca.gov

Insurance, Dept of
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
916-492-3300
www.insurance.ca.gov

**Resources Recycling &
Recovery, Dept of (CalRecycle)**
1001 I Street, Sacramento, CA
95814
P.O. Box 4025
Sacramento, CA 95812-4025
916-341-6103
916-341-6000
www.calrecycle.ca.gov

Justice, Dept of
1300 I St., Ste. 720
Sacramento, CA 95814
P.O. Box 944255
Sacramento, CA 94244-2550
916-324-5047
916-324-5039
www.caaq.state.ca.us

**Lands Commission,
CA State**
100 Howe Ave, Ste. 100 South
Sacramento, CA 95825-8202
916-574-1900
www.slc.ca.gov

**Legislative Counsel,
Office of**
925 L St, Ste. 900
Sacramento, CA 95814
916-341-8330
www.legislativecounsel.ca.gov

Library, CA State
914 Capitol Mall 9th Floor
Sacramento, CA 95814
P.O. Box 942837
Sacramento, CA 94237-0001, 916-
654-0202
916-654-0204
www.library.ca.gov

**Lottery Commission,
Ca State**
600 N. 10th St., Sacramento, CA
95814
P.O. Box 2630 D-20
Sacramento, CA 95812-2630
916-322-5109
Job Line: 916-322-0023
www.calottery.com

**Managed Health
Care, Dept of**
980 9th Street, Ste. 500
Sacramento, CA 95814-2725
916-445-8004
www.dmhca.ca.gov

**Mental Health,
Dept of**
1600 9th Street, Rm. 151
Sacramento, CA 95814
916-654-2351

www.dmh.cahwnet.gov

National Guard, CA
9800 Goethe Road
Sacramento, CA 95827-
9101
916-854-3000
www.calguard.ca.gov

**Motor Vehicles,
Dept of**
2570 24th St., Sacramento,
CA 95818
P.O. Box 932315
MS G-208
Sacramento, CA 94232-
3150
916-657-7553
Exams: 916-657-7713
www.dmv.ca.gov

**Parks & Recreation,
Dept of**
1416 9th St., Rm.1018
Sacramento, CA 95814
P.O. Box 942896
Sacramento, CA 94296-
800-777-0369
916-653-6995
916-653-9685
www.parks.ca.gov

**Peace Officer
Standards &
Training, Commission
On (Post)**
1601 Alhambra Blvd.
Sacramento, CA 95816-
7083
916-227-3934
916-227-3927
www.post.ca.gov

**Personnel
Administration,
Dept of**
1515 S Street
North Building, Ste. 400
Sacramento, CA 95811-
7258
916-324-3227
916-324-0474
www.dpa.ca.gov

**Personnel Board
CA State**
801 Capitol Mall
Sacramento, CA 95814
916-653-1705
www.jobs.ca.gov

**Pesticide Regulation,
Dept of**
1001 I St., Sacramento, CA
95814
P.O. Box 4015
Sacramento, CA 95812-
4015
916-445-4897
www.cdpr.ca.gov/

**Postsecondary
Education**

Commission
770 L St., Ste. 1160
Sacramento, CA 95814
916-323-0809
916-322-8002
www.cpec.ca.gov

**Prison Industry
Authority, CA**
560 E. Natomas St.
Folsom, CA 95630-
2200
916-358-2696
www.pia.ca.gov

**State Public Defender,
Office of the**
801 K Street, Ste. 1100
Sacramento, CA 95814
916-322-2676
www.ospd.ca.gov

**Public Employees
Retirement System**
400 P Street, Ste. 3260
Sacramento, CA 95814
916-795-3939
916-795-3065
www.calpers.com

**Public Employment
Relations Board, CA
(PERB)**
1031 18th St.
Sacramento, CA
95811-4124
322-3198
www.perb.ca.gov

Public Health, Dept of
1501 Capitol Ave., MS.
1701
P.O. Box 997378
Sacramento, CA 95899-
7378
916-455-0983
www.cdph.ca.gov

**Public Utilities
Commission, CA**
505 Van Ness Avenue
Ste. 3008
San Francisco, CA
94102-
3298
415-703-2364
www.cpuc.ca.gov

Real Estate, Dept of
P.O. Box 187000
Sacramento, CA 95818-
7000
916-227-0802
www.dre.cahwnet.gov

**Rehabilitation,
Dept of**
721 Capitol Mall
Sacramento, CA 95814
Exams: 916-558-5545
916-558-5404
TTY: 916-558-5546
www.rehab.cahwnet.gov

DEPARTMENTAL HEADQUARTERS TESTING OFFICES

S.F. Bay Conservation & Development Commission
C/o CA Coastal Commission
45 Fremont St., Ste. 2000
San Francisco, CA 94105
415-904-5431
415-904-5430
www.bcdc.ca.gov

Science Ctr., CA
700 Exposition Park Dr.
Los Angeles, CA 90037
213-744-7459
213-744-2540
www.californiasciencecenter.org

Secretary of State
1500 11th St., Rm. 475
Sacramento, CA 95814
916-653-6974
www.sos.ca.gov

Social Services,
Dept of
744 P St., MS15-59,
Rm. 1516
Sacramento, CA 95814
Exams: 916-657-1696
916-657-1762
www.dss.cahwnet.gov

Statewide Health Planning & Development, Office of
400 R Street
Sacramento, CA 95811-6213
916-326-3272
www.oshpd.state.ca.us

Student Aid Commission, CA
P.O. Box 419026
95741-9026
10834 International Dr.
Rancho Cordova, CA 95670
916-526-8121
www.csac.ca.gov

Tahoe Conservancy, CA
1061 Third St.
South Lake Tahoe, CA 96150
530-542-5580 ext. 124
www.tahoecons.ca.gov

Teacher Credentialing, Commission on
1900 Capitol Ave.
Sacramento, CA 95814-4213
916-322-6199
www.ctc.ca.gov

Teachers Retirement System, CA State
100 Waterfront Place
W. Sacramento, CA 95605
P.O. Box 15275
Sacramento, CA 95851
916-229-3751
www.calstrs.com

Technology Serv., Dept of
P.O. Box 1810
Rancho Cordova, CA 95741-1810
916-464-3400
www.dts.ca.gov

Toxic Substances Control, Dept of
1001 I St., 95814
P.O. Box 806
Sacramento, CA 95812-0806
916-324-1826
916-322-2480
www.dtsc.ca.gov

Transportation Dept of
1727 30th St., 6th Floor
Sacramento, CA 95816-7005
P.O. Box 168037, MS86
Sacramento, CA 95816-8036
916-227-7858
916-227-7856
Job line: 1-800-995-6748
www.dot.ca.gov

Treasurer, CA State
P.O. Box 942809
Sacramento, CA 94209-0001
(916)653-3100
www.treasurer.ca.gov

Unemployment Insurance Appeals Board
2400 Venture Oaks Way, Ste. 400
Sacramento, CA 95833
916-263-6706
916-263-6765
www.cuiab.ca.gov

Veterans Affairs, Dept of
1227 O Street, Rm. 105
Sacramento, CA 95814
(916)653-2535
Job line: 916-653-2425
www.cdva.ca.gov

Victim Compensation & Government Claims Board
400 R St., Ste. 400
Sacramento, CA 95814
P.O. Box 48, Sacramento, CA 95812-0048
916-491-3802
www.boc.ca.gov

Water Resources Control Board, State
1001 I Street
95814
P.O. Box 100, Sacramento, CA 95812
Exams: 916-341-5113
www.swrcb.ca.gov

Water Resources, Dept of
1416 Ninth Street

95814-5515
P.O. Box 942836,
Sacramento, CA 94236-0001
916-653-4838
Job line: 800-926-0641
Or 445-3488
www.water.ca.gov

DEPARTMENT DEVELOPMENTAL CENTERS
www.dds.ca.gov

Agnews Developmental Center
3500 Zanker Rd.
San Jose, CA 95134-2299
408-451-6156
TDD: 408-432-0942

Fairview Developmental Ctr
2501 Harbor Blvd.
Costa Mesa, CA 92626
714-957-5137
TDD: 714-957-5512

Lanternman Developmental Ctr
3530 Pomona Blvd.
Pomona, CA 91769-0100
Testing: 909-444-7580
TDD: 909-595-3971

Porterville Developmental Ctr
26501 Ave. 140
P.O. Box 2000
Porterville, CA 93258
559-782-2087
559-782-2322
559-782-2087
TDD: (559)781-7822

Sonoma Developmental Ctr.
15000 Arnold Dr.
Eldridge, CA 95431
707-938-6538
800-735-2929
TDD: 707-938-6200

Canyon Springs Facility
69-696 Ramon Rd.
Cathedral City, 92234-1660
760-770-6260

Sierra Vista facility
1251 Stabler Lane
Yuba City, CA 95993
530-822-7062

Department of Mental Health
1600 9th Street
Sacramento, CA 95814
www.dmh.cahwnet.gov

Atascadero State Hospital
10333 El Camino Real
Atascadero, CA 93422
P.O. Box 7005
Atascadero, CA 93423-7001
805-468-3384

Coalinga State Hospital
W. Jayne Avenue
P.O. Box 5000
Coalinga, CA 93210-5000
559-935.4305

Metropolitan State Hospital
11401 Bloomfield Ave.
Norwalk, CA 90650-2096
562-651-2268
TDD: 562-863-1743

Napa State Hospital
2100 Napa Vallejo Highway
Napa, CA 94558
707-253-5611

Patton State Hospital
3102 E. Highland Ave.
Patton, CA 92369
909-425-7510
909-425-7535

Salinas Valley Psych Program
P.O. Box 1080
Soledad, CA 93960
831-678-5661

Vacaville Psych Program
1600 California Dr.
P.O. Box 2297
Vacaville, CA 95696
707-448-6841/707-449-6532

Corrections & Rehabilitation, Dept of
www.cdcr.ca.gov
TTY phones: 800-735-2929
TTY voice: 800-735-2922

Avenal State Prison
#1 Kings Way
P.O. Box 8
Avenal, CA 93204
559-386-0587 ext. 5082
Or ext. 5088

CA Correctional Center
711-045 Center Rd.
P.O. Box 790
Susanville, CA 96127
530-257-2181 ext. 4223

CA Correction Institution:
24900 Highway 202

DEPARTMENTAL HEADQUARTERS TESTING OFFICES

P.O. Box 1031
Tehachapi, CA 93581-1031
661-822-4402 ext. 4223

CA Institution for Men
14901 Central Ave.
P.O. Box 128
Chino, CA 91710
909-597-1821 ext. 4440

CA Institution
For Women
16756 Chino-Corona Rd.
P.O. Box 6000
Corona, CA 92878-6000
909-597-1771 ext. 5252

CA Medical Facility
1600 California Dr.
P.O. Box 2000
Vacaville, CA 95696-2000
707-449-6532
707-448-6841

CA Men's Colony
Highway 1
P.O. Box 8101
San Luis Obispo, CA 93409-8101
805-547-7900

CA Rehabilitation Ctr
5th Street & Western
P.O. Box 1841
Norco, CA 92860
951-737-2683, ext. 2144

CA State Prison,
Corcoran
4001 King Ave.
P.O. Box 8800
Corcoran, CA 93212-8309
559-992-8800 ext. 5098

CA State Prison, Los
Angeles County
44750 60th Street West
Lancaster, CA 93536-7620
661-729-2000x5229

CA State Prison, Sacramento
Prison Road, P.O. Box 290010
Represa, CA 95671-0010
916-985-8610x5336

CA State Prison, San Quentin
San Quentin, CA 94964-1086
415-454-1460

CA State Prison, Solano
2100 Peabody Rd.
P.O. Box 4000
Vacaville, CA 95696-4000
707-451-0182 ext. 5557

CA Substance Abuse Treatment
Facility
900 Quebec Ave.
P.O. Box 7100
Corcoran, CA 93212
559-992-7100

Calipatria State Prison
7018 Blair Rd.

P.O. Box 5001
Calipatria, CA 92233-5001
760-348-7000

Centinela State Prison
2302 Brown Rd.
P.O. Box 731
Imperial, CA 92251-0731
760-337-7900 ext. 5218

Central CA Women's Facility
23370 Road 22
P.O. Box 1501
Chowchilla, CA 93610-1501
559-665-5531 ext 504/5040

Chuckawalla Valley State
Prison
19025 Wiley's Well Rd.
P.O. Box 2289
Blythe, CA 92256
760-922-5300 ext. 5202/5205

Correctional Training Facility
Highway 101N
P.O. Box 686
Soledad, CA 93960-0686
831-678-3951

Deul Vocational Institution
23500 Kasson Rd.
P.O. Box 400
Tracy, CA 95378-0400
209-835-4141x5635

Folsom State Prison
300 Prison Rd.
P.O. Box 71
Represa, CA 95671-0010
916-985-2561x4785

High Desert State Prison
475-750 Rice Canyon Rd.
P.O. Box 750
Susanville, CA 96127-0750
530-251-5100 ext. 5634

Ironwood State Prison
19005 Wileys Well Rd
P.O. Box 2229
Blythe, CA 92226
760-921-3000 ext. 5403

Kern Valley State Prison
3000 West Cecil Ave.
P.O. Box 6000
Delano, CA 93216-0567
661-721-6300 ext. 5325

Mule Creek State
Prison, Lone
4001 Highway 104
P.O. Box 409099
Lone, CA 95640
209-274-4911 ext. 5261

North Kern State Prison
2737 West Cecil Ave.
P.O. Box 567, Delano, CA
93216-0567 661-721-2345

Pelican Bay State Prison
5905 Lake Earl Dr.

P.O. Box 7000
Crescent City, CA
95531-7000
707-465-1000 ext. 5535

Pleasant Valley
State Prison
24863 W. Jayne Ave.
P.O. Box 8500
Coalinga, CA 93210
559-935-4900

Richard J. Donovan
Correctional Facility at
Rock Mountain
480 Alta Rd.
San Diego, CA 92179
619-661-6500

Salinas Valley
State Prison
31625 Highway 101
P.O. Box 1020
Soledad, CA 93960-1020
831-678-5500

Sierra Conservation
Ctr.
5100 O'Byrnes Ferry Rd.
P.O. Box 497
Jamestown, CA 95327
209-984-5291 ext. 5507

Valley State Prison for
Women
P.O. Box 99
21633 Avenue 24
Chowchilla, CA 93610-
0099
559-665-6100 ext. 5603

Wasco State Prison
Reception Ctr
701 Scofield Ave.
P.O. Box 8800
Wasco, CA 93280-8800
661-758-8400 ext. 5192

Department of
Corrections,
Departmental Training
Office of
1515 S St., Rm. 502-
South
Sacramento, CA 95814
916-323-8774/322-2545

Regional Testing
Centers
for the following
classes:
Correctional Officer
Correctional Counselor I
& II
Parole Agent I
Technical Medical
Assistant

Central Selection
Center

2510 S. East Avenue,
#350
Fresno, CA 93706-5116
559-445-6141

Northern Selection
Center
2201 Broadway
Sacramento, CA 95818
916-227-2111

Southern Selection
Center
9055 Haven Avenue,
Ste. 100
Rancho Cucamonga, CA
91730
909-944-6697

